



City of Battle Creek  
Clerk's Office  
(269) 966-3348

# ELECTRONIC POLLBOOK TRAINING

November 2, 2021  
Special School  
Election

COMPUTERS  
WILL BE  
DELIVERED  
ELECTION  
MORNING

# ELECTRONIC POLLBOOK (EPB) OPERATOR/INSPECTOR

## ROLES & RESPONSIBILITIES

### Purpose:

The EPB Operator is responsible for managing the laptop and utilizing the E-Pollbook software to verify voter registration and assigning a ballot number and voter number to the voter.

Additional responsibilities include setting up the laptop workstation, saving the voter file and reports in the appropriate location, providing excellent customer service, referring to the Chairperson when an unusual situation arises, assisting with the ballot reconciliation process, and the duties of a general Election Inspector.

For the November 2, 2021 election we will not have dual Pollbooks – with the social distancing guidelines we do not want voters moving too quickly through the check-in line and causing congestion in the voter area.

# ELECTRONIC POLLBOOK (EPB) OPERATOR

## ROLES & RESPONSIBILITIES (con't)

### Process:

#### BEFORE POLLS OPEN

- ★ Assemble the EPB Book Laptop
- ★ Assist with other setup work as available and needed
- ★ Take Oath of Office and print name on Attendance Sheet

#### ELECTION

- ★ Pull up the voter's record on the EPB by swiping/scanning their driver's license through the scanner or by typing in the voter's name (last, first) in the Search field.
- ★ Ensure that the EPB record is the correct one by comparing the voter's name and birth date on the Application to Vote form with that on the EPB record.
- ★ Pass the Application to Vote form to the Inspector assigned to assist with ballots (Ballot Inspector)
- ★ Check the Voter record for any Status Flags and where found, address with the Chair to resolve
- ★ Issue a Regular Ballot if there is no Status Flag or if the Status Flag issue is resolved
- ★ Tell the assigned Voter Number and Ballot Number to the Ballot Inspector
- ★ Once you receive confirmation from the Ballot Inspector on the assigned Voter Number and Ballot Number, issue the ballot
- ★ Verify that the ballot was successfully issued

# ELECTRONIC POLLBOOK (EPB) OPERATOR

## ROLES & RESPONSIBILITIES (cont.)

### Process (cont.):

#### POST-ELECTION

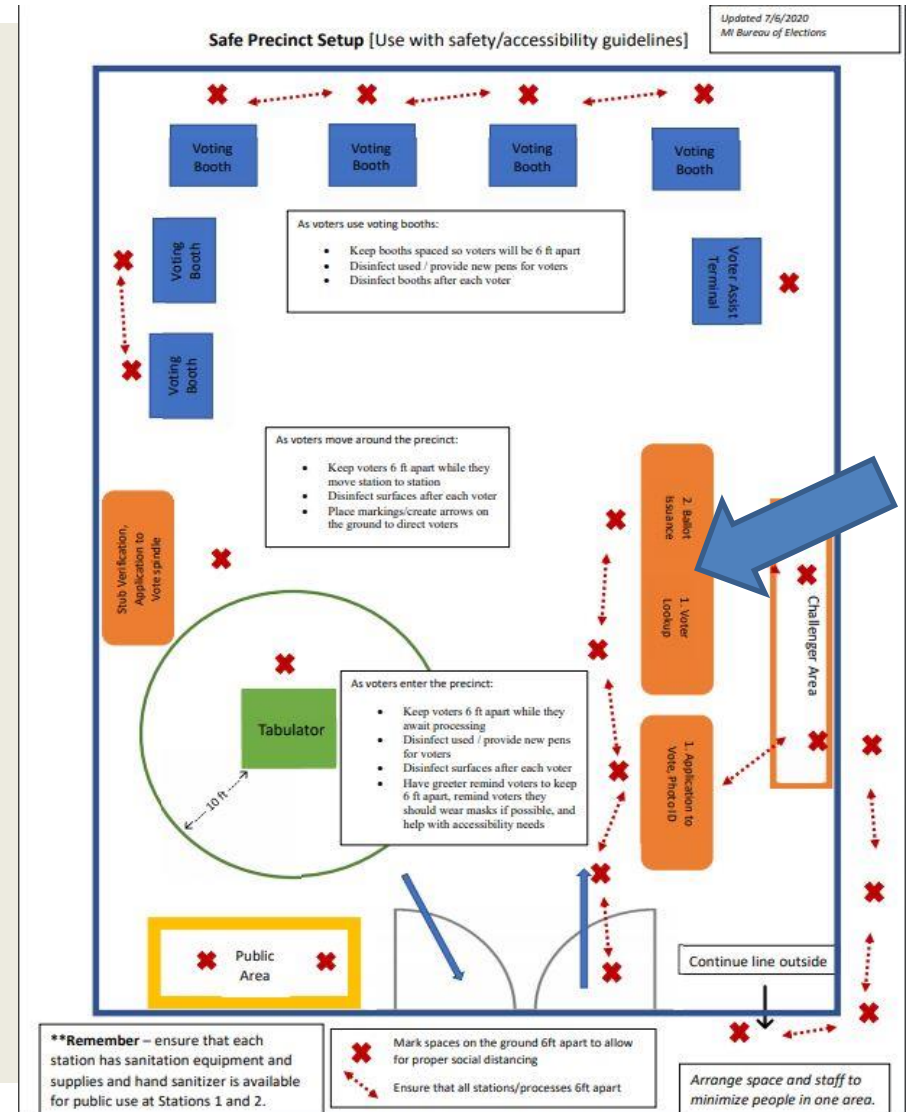
- ★ Complete Ballot Summary Report and ensure the precinct balances
- ★ Run and save all required reports on the flash drive
- ★ Disassemble the EPB Laptop (wrap up cords and place all equipment into the computer bag neatly)
- ★ Assist with other closing procedures work as available and needed

#### Best Practices to Minimize Issues:

- ★ Communication concerning Voter and Ballot Numbers between the EPB Operator and the Ballot Inspector is essential to ensure that you don't accidentally create an issue that may not be uncovered until later in the day

# ELECTION MORNING: PREPARE THE EPB FOR OPENING THE POLLS PLAN PRECINCT LAYOUT

- On election morning you will set up your station
- Place the EPB in between the station for voters to fill out their Application to Vote and the inspector assigned to hand out the ballot – you will be teammates throughout the day to ensure ballot and voter numbers assigned in the EPB and on the application to vote are the same
- Be sure to keep paper resources close in case of Pollbook problems or power outages
  - Blank, lined List of Voters to record voter's name and ballot number (this is in the Pollbook binder - you will need to add these voters in the EPB once your computer is back up and running)
  - Precinct List Binder to look up voters



# NOTICE TO ALL COMPUTER OPERATORS

- ★ This computer is to be used for Election purposes only
- ★ Internet usage is not allowed
- ★ Do not play games on the computer while working the Election
- ★ Do not manipulate any of the data in the Electronic Poll Book or on the Program Flash Drive

# ELECTION MORNING: EQUIPMENT CHECK



Laptop Bag



Laptop computer with power cable and  
power strip



Encrypted flash drive



Mouse and mouse pad



USB Port Expander



ID Scanner  
(you may have one or both – use just one)



# NEW EQUIPMENT!

We are excited to announce that after 11 years we have upgraded all our Electronic Poll Book Computers!



Every precinct now has a brand new computer w/accessories and new flash drives

The new encrypted flash drives do not have a separate, secure area to save your reports and backups – that means no more Privacy Zone!! You just need to unlock the new flash drive and you are ready to save your data and reports! No more worrying if you are saving in the Privacy Zone!



# ELECTION MORNING: PREPARE THE EPB FOR OPENING THE POLLS

## Setting up the Laptop

### **BEFORE YOU TURN YOUR COMPUTER ON:**

- ★ Plug laptop into a surge protector and plug into the wall & laptop
- ★ Keep laptop plugged in throughout the day
- ★ Plug in the mouse USB (see page 9 for mouse set up)
- ★ Plug in the card reader/scanner

### **TURN YOUR COMPUTER ON:**

- ★ Wait for computer to load - **STOP AND WAIT ....**

### **AFTER DESK TOP IS FULLY LOADED**

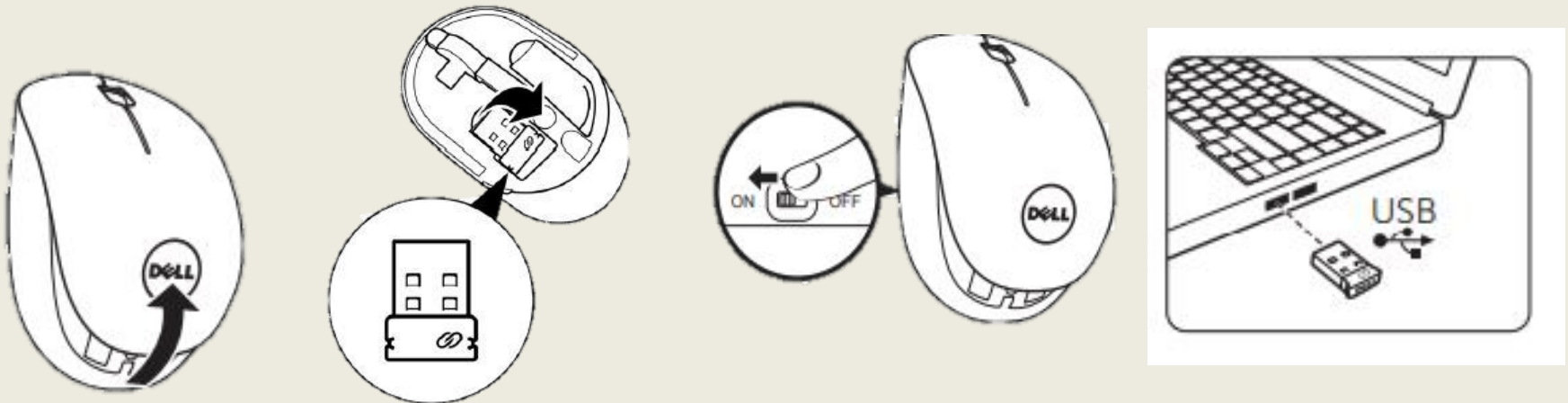
- ★ Insert Flash Drive into USB port on laptop



# ELECTION MORNING: PREPARE THE EPB FOR OPENING THE POLLS

## Setting up your wireless mouse

- ★ Locate the slot on the front of the mouse cover. Using your fingertip, pry open the mouse cover.
- ★ Remove the USB dongle from its compartment
- ★ Replace mouse cover
- ★ Slide the power switch to turn on the mouse
- ★ Insert the USB dongle to the USB Port on your computer

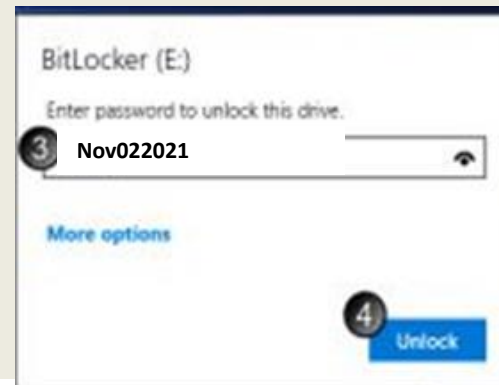
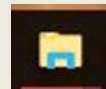
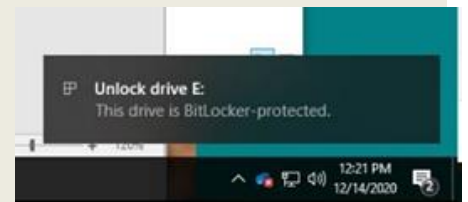
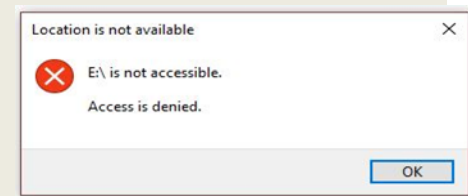


**NEW!**

# LOG INTO BITLOCKER FLASH DRIVE

- Insert flash drive into a USB port (use the USB extender if needed)
- Once the flash drive is inserted into a USB port on the laptop, the BitLocker password must be entered in order to access the encrypted flash drive.
- If a window appears stating that the drive is not accessible, click OK. Then proceed with the following steps to unlock the drive.
- If an “Unlock Drive” pop-up appears in the lower right corner of the screen, click the message, then skip to Step 3 below, otherwise:

1. Open Windows file explorer
2. Click on Removable Disk or USB Drive
3. Enter the password: **Nov022021**
4. Click Unlock



- Minimize window

# LOG INTO THE EPB SOFTWARE

★ Double-click the EPB icon on desktop



★ Enter the Encryption Password and hit Enter

★ Enter User Name and User Password and hit Enter

Login

**1** Please enter the encryption password selected when this software was setup:  
Encryption Password:

**2** Please enter a username and password to login:  
User Name:   
User Password:

Note: This application shuts down automatically after four unsuccessful login attempts.

State of Michigan Logon Notice – PLEASE READ CAREFULLY

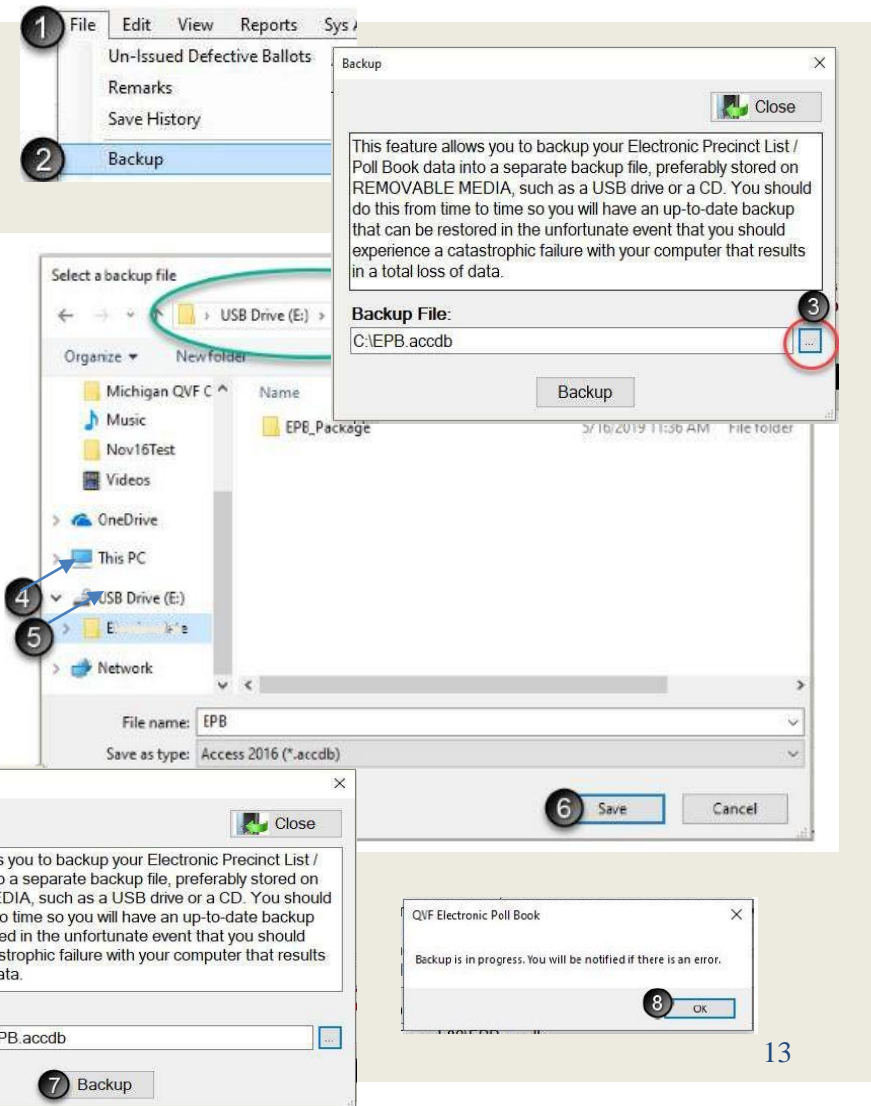
This information system is the property of the State of Michigan and is restricted to authorized users. By agreeing to this notification, you are consenting to monitoring and recording of all activities conducted within this information system. This information system may be monitored and information examined, recorded, copied and used for authorized purposes. Unauthorized use of the system is prohibited and violators may be subject to criminal and civil penalties. I certify that the information and statements made with this account are true, correct, and comply with the provisions of state. I certify that I am the

\*Election day user name & passwords will be provided on election day but are typically :  
First Initial Last Name & the password is the Last Name Plus Election Date (short date)

# SAVE EPB BACKUP TO FLASH DRIVE

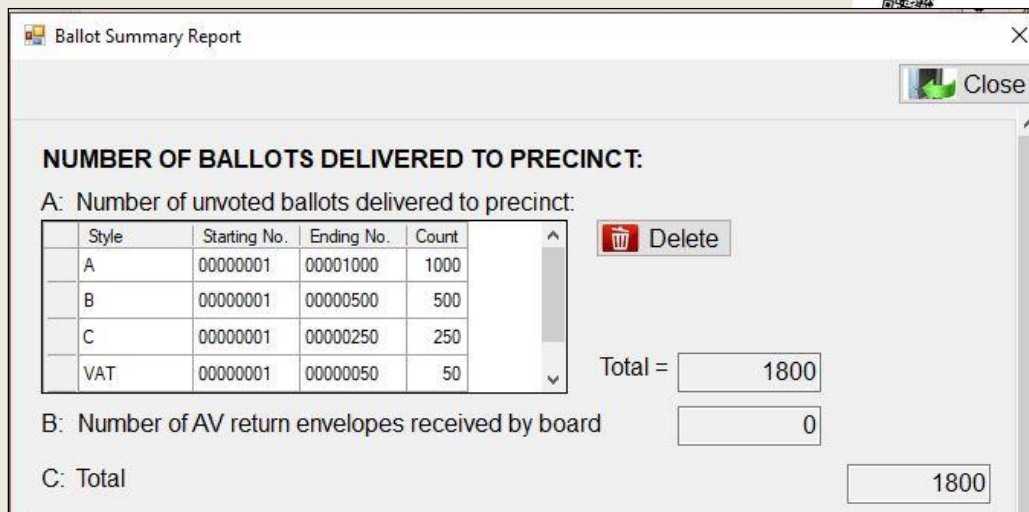
1. Click File or click the flashing “Backup Overdue!” text at the bottom of the screen
2. Click Backup
3. Click ...box at the end of the path
4. Select This PC
5. Select USB Drive (Drive letter may vary)
6. Click Save
7. Click Backup
8. The Backup is in progress message will appear, and the backup continues briefly in the background

**Do this often throughout the day!!**



# OPENING POLLS BALLOT SUMMARY REPORT

You must record all ballots delivered to the precinct.  
Most precincts will only have one ballot style for this election. Every precinct will have numbered VAT (Voter Assist Terminal) Ballot stock (goldenrod envelope)

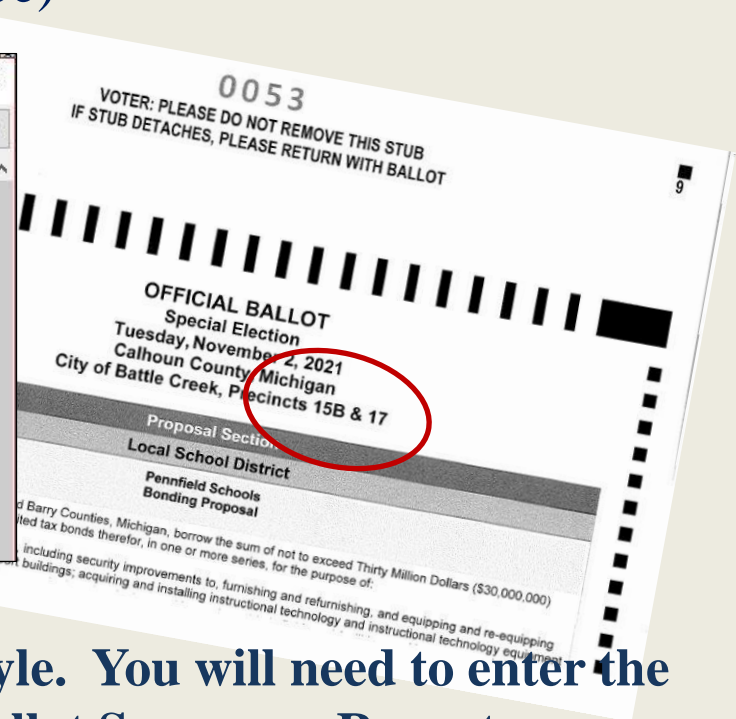


Style	Starting No.	Ending No.	Count
A	00000001	00001000	1000
B	00000001	00000500	500
C	00000001	00000250	250
VAT	00000001	00000050	50

Total = 1800

B: Number of AV return envelopes received by board 0

C: Total 1800



**Precinct #15 & 17 have more than one ballot style. You will need to enter the number sequence of each ballot style in your Ballot Summary Report**



# OPENING THE POLLS: BALLOT SUMMARY REPORT (cont.)

1. Click Reports

2. Click Ballot Summary

3. Enter Ballots (use the Tab button to move through field)

★ Enter your starting number. (Enter A, B or C in the “Style” column for multiple ballot precincts – leave blank if you only have one ballot style) Enter the ending ballot number in the “Ending No.” Column. TAB

★ Enter “VAT” in the “Style” column for the VAT ballots. Enter your starting number. Enter the ending ballot number in the “Ending No.” column. TAB

★ PLACE CURSOR IN FIELD D. AND HIT THE TAB BUTTON AFTER ENTERING BALLOT NUMBERS BEFORE YOU CLOSE OR THE INFORMATION WILL NOT HOLD. This screen will automatically count the number of ballots delivered to the precinct.

4. ( B ) Absentee ballots will be processed in the precinct for this election. Enter in the total number of AV ballots that are delivered in the morning by the Clerk staff – you will update this number as more ballots are delivered

book

1 Reports Sys Admin Help

2 Remarks  
List of Voters  
Ballot Summary

Ballot Summary Report

3

4

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
A	00000001	00001000	1000
B	00000001	00000500	500
C	00000001	00000250	250
VAT	00000001	00000050	50

Delete

Total = 1800

B: Number of AV return envelopes received by board

C: Total 1800

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 0

H: Number of ballots used by election inspectors for ballot duplication 0

I: Number of provisional envelope ballots issued 0

J: Number of UNUSED BALLOTS:

Preview

# READ THE EPB MAIN SCREEN: THREE SECTIONS

The Left side of your screen  
is the “working side”

Middle section is selected  
voter’s record

Right side is List ONLY  
(you can not make changes from  
this side)

The screenshot displays the EPB Main Screen with the following sections:

- Election:** 11/03/2020 - STATE GENERAL - BATTLE CREEK CITY
- Precinct:** 04008
- Voter Search:** A search bar with 'DLN / Name:' and a 'Search' button. Below it, a list of voters is shown, with 'ABBOTT, RUSSELL RAY' selected. A red arrow points to this section.
- Voter Details:** A detailed view of the selected voter, including Name, Address, Gender, Polling Location, DOB, Precinct, Ballot Style, Reg. Date, and Eff. Rg. Date. A red arrow points to this section.
- List of Voters:** A table with columns for '#', 'Assigned To', and 'Ballot'. It shows a list of voters with their assigned ballots. A red arrow points to this section.

At the bottom of the screen, there is a status bar showing '2051 matching voters' and 'ADMIN'.

**MAKE SURE YOUR ELECTION DATE AND PRECINCT (last 2 digits) ARE CORRECT  
CALL CITY HALL IMMEDIATELY IF THERE IS A PROBLEM!**



# READ THE EPB MAIN SCREEN: VOTER SEARCH

## Voter Search

Three tabs:

★ **This Precinct**


- ★ Precinct List of voters in your inner precinct

★ **Other**

- ★ Voters in other precincts in the jurisdiction

★ **Unlisted**

- ★ Add voters not found in other two lists - ONLY USED AT THE DIRECTION OF THE CLERK'S OFFICE



File Edit View Reports Sys Admin Help

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP

**Voter Search**

DLN / Name:  Search

**This Precinct** Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
▶ ?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	MCQVF, CAPRI CASIMER	07/05/1980
	MCQVF, CAREAL CASCANI	07/01/1980
	MCQVF, CAREN CLEOPHIS	07/17/1980
	MCQVF, CAREY CHERIAE	06/10/1980
	MCQVF, CARI CAITLIN	05/21/1980
	MCQVF, CARIN CORIANTON	06/23/1980

1632 matching voters

# READ THE EPB MAIN SCREEN: VOTER DETAILS

## ★ Voter Registration Information

- ★ Voter name, DOB, Address, & Gender
- ★ Precinct & Ballot Style
- ★ Polling Location & Registration Date

## ★ Geography Button

- ★ Detailed district information

## ★ Action Box

- ★ Lock voter in to issue or spoil ballot

## ★ Voter Status Flags

- ★ Important status messages about voter

Name:	ACTON, CARL JEFFREY	DOB:	/1944	
Address:	55 JENNINGS RD BATTLE CREEK MI 49015	Precinct:	05003	
		Ballot Style:	3208	
Gender:	M	<input type="button" value="Temp"/> <input type="button" value="Perm"/>	Reg.Date:	02/10/2016
Polling Location :	BATTLE CREEK FIRST ASSEMBLY OF GOD 800 S 24TH STREET BATTLE CREEK MI 49015	Eff. Rg.Date:	03/11/2016	
			<input type="button" value="Geography"/>	

Issue a ballot	Other actions
<input type="button" value="Regular ballot"/>	<input type="button" value="Record an absentee ballot"/>
<input type="button" value="Affidavit ballot-provisional"/>	<input type="button" value="Spoil a ballot"/>
<input type="button" value="Envelope ballot-provisional"/>	<input type="button" value="Reject a ballot"/>
<input type="button" value="Challenged ballot"/>	
<input type="button" value="Undo"/> <input type="button" value="Undo (Nothing to undo)"/>	
<input checked="" type="button" value="X"/> Unlock this voter without performing any action	<input type="button" value="Voter Remarks"/> <input type="button" value="Label"/>

Absentee Ballot [00000544] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.

# READ THE EPB MAIN SCREEN: LIST OF VOTERS

## List of Voters

- ★ Records voters processed in a running list
  - ★ Voter number
  - ★ Voter name
  - ★ Voter ballot number
- ★ Refer to list and its total to balance with the tabulator throughout the day
- ★ Creates report that inspectors print after the close of polls
- ★ **This section is read-only**

List of Voters			
#	Assigned To	Ballot	
1	ALBAUGH, RICHARD JOSE...	00000001	
2	ANDERSEN, JEAN MARIE	00000002	
3	AHLBERG, JANETTE MARIE	00002001	
4	THAWNGHMUNG, EVAN M...	00002002	
5	DAVIS, JOSELYN NICOLE	00000003	
6	DEHN, ZACHARY BROOKS	00002781	
7			


# PROCESS THE VOTER

## Application to Vote/Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* below and vote a regular ballot.

March 10, 2020 Presidential Primary

Precinct \_\_\_\_\_

<b>ELECTION INSPECTOR COMPLETES</b>  <input type="checkbox"/> ID AFFIDAVIT COMPLETED  ELEC INSP. INITIAL  BALLOT STYLE  BALLOT NO.  VOTER NO.	PRINT NAME: _____  DATE OF BIRTH: _____  RESIDENCE ADDRESS: _____  _____  <b>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</b>  SIGN HERE  <u>                    </u> SIGNATURE OF VOTER
---	--

**SELECT BALLOT TYPE HERE**

I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

**SELECT ONLY ONE BALLOT TYPE:**

☐ Democratic Party Presidential Primary Ballot

☐ Republican Party Presidential Primary Ballot

☐ Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot.)



OR

## AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, \_\_\_\_\_ (Print Name) hereby affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER:                      **X**

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_

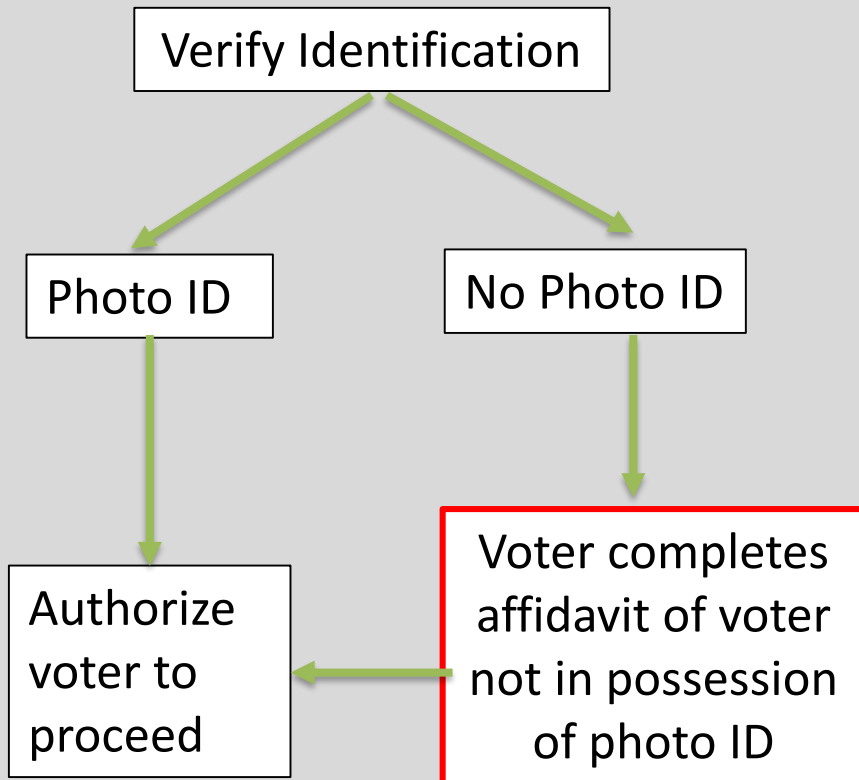
I certify that the elector named above has completed the above affidavit in my presence.

**X**

Signature of Election Inspector

# PHOTO ID REQUIREMENT

**Driver's License \* State Personal ID \* Federal or State Issued ID \* US Passport  
\* Military ID \* Student ID \* Tribal ID**



**You must write the precinct # on the form**

**AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION**

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: **X** \_\_\_\_\_

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

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**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_,

I certify that the elector named above has completed the above affidavit in my presence.

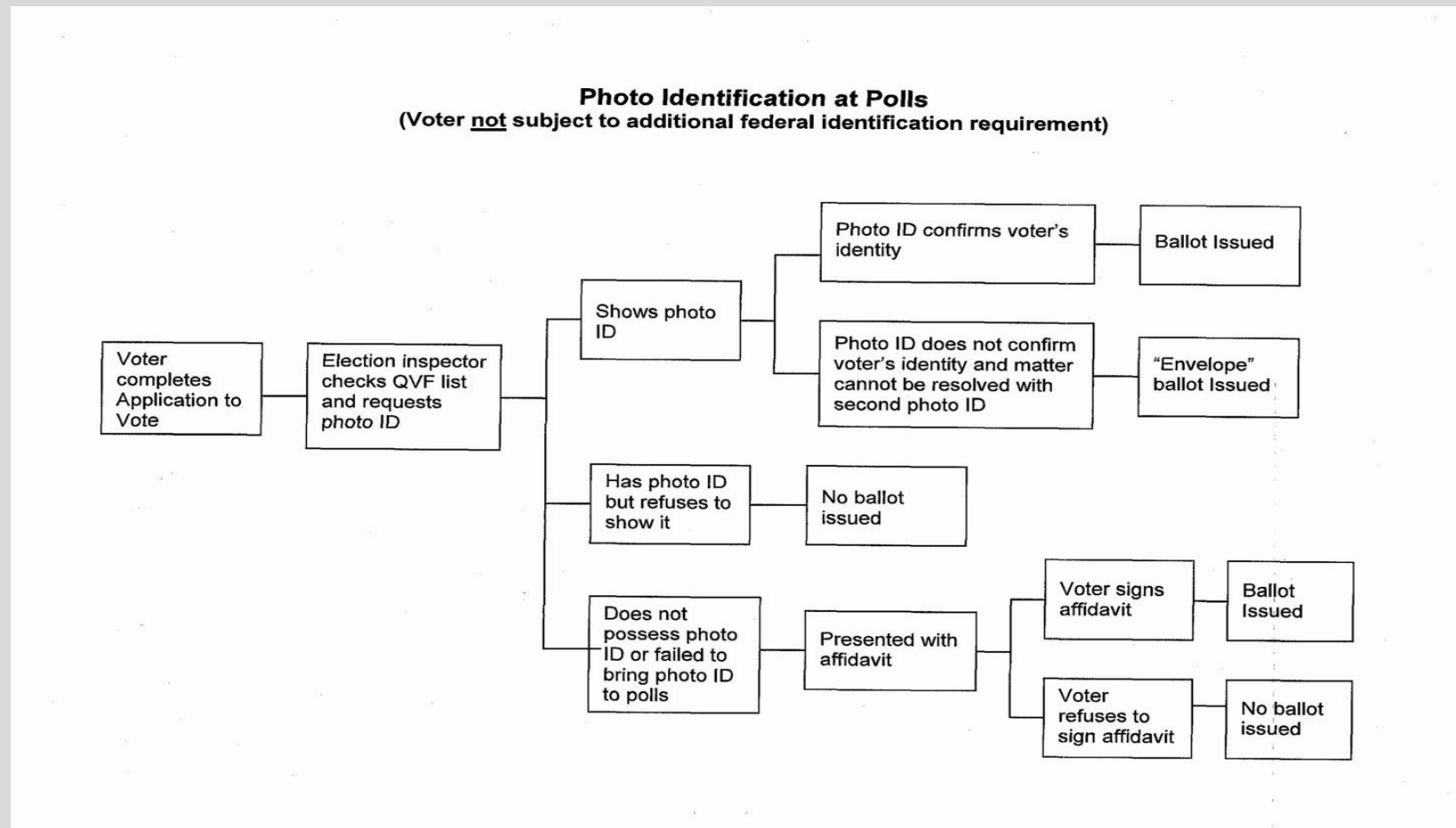
**X** \_\_\_\_\_  
Signature of Election Inspector

If voter's identity is in question, process as "Envelope" ballot without Provisional Ballot form.

# PHOTO ID REQUIREMENT

Driver's License \* State Personal ID \* Federal or State Issued ID \* US Passport  
\* Military ID \* Student ID \* Tribal ID

The flow chart below illustrates the different scenarios that may occur during the picture identification verification process and their corresponding solutions:





# PRECINCTS WITH MULTIPLE BALLOT STYLES

## Precinct #15 & 17

- You have more than one ballot style due to more than one school district in your precinct.
- Each ballot style has a letter. You must include the letter when entering the ballot number in the ballot assignment field (ie: A0001, B0001).
- Be sure to always check the ballot style in the voter's profile section.

**OFFICIAL BALLOT**  
Special Election  
Tuesday, November 2, 2021  
Calhoun County, Michigan  
Battle Creek, Precincts 15B & 17

0053  
VOTER: PLEASE DO NOT REMOVE THIS STUB  
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

**OFFICIAL BALLOT**  
Special Election  
Tuesday, November 2, 2021  
Calhoun County, Michigan  
City of Battle Creek, Precincts 15B & 17

Proposal Section  
Local School District  
Pennfield Schools

Issue a ballot

You are about to issue a Regular Ballot to:

AIMESBURY, SHAWN MICHAEL 06/28/1

☐ VAT Ballot?

This ballot number will be assigned: B0053

☒ OK ☐ Cancel

Name: MCQVF, CALEB CECIL DOB: 08/01/1980  
Address: 25873 DISHNEAU RD MASS CITY MI 49948 Precinct: 00001  
Gender: F Temp Perm Reg.Date: 03/24/2018 Eff. Rg.Date: 04/23/2018  
Polling Location: ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948  
Ballot Style: 15B & 17  
Geography

# ASSIGN THE BALLOT: BASIC STEPS

1. Swipe the voter's DL (if you swipe their ID the E-Pollbook will automatically lock you into the correct voter). If you type in the voter's name you will need to highlight and select the record which matches the application to vote, and then click "Lock this voter record"
2. Verify the voter's info on the App to Vote matches EPB (DL address doesn't have to match but the App to Vote and EPB must match)
3. For multiple ballot style precincts, you **MUST** verify what ballot style to issue to the voter
4. Click Regular Ballot
5. Enter the ballot number exactly as printed on the ballot (include the letter for multiple ballot precincts)
6. Click OK

The screenshot displays the E-Pollbook interface with several steps highlighted by numbered circles:

- Step 1:** A button labeled "Lock this voter record" is highlighted.
- Step 2:** The voter's information is displayed, including Name: MCQVF, CALEB CECIL, DOB: 08/01/1980, Address: 25873 DISHNEAU RD, MASS CITY MI 49948, Gender: F, and Polling Location: ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948.
- Step 3:** The "Ballot Style" dropdown menu is highlighted, showing "1B" selected.
- Step 4:** The "Regular ballot" option is highlighted under the "Issue a ballot" section.
- Step 5:** The "Ballot number" field is highlighted, showing "B20" entered.

Below the "Issue a ballot" section, there is a confirmation message: "You are about to issue a Regular Ballot to: AIMESBURY, SHAWN MICHAEL 06/28/1964". Below this, it says "This ballot number will be assigned:" followed by the "Ballot number" field. At the bottom, there are "OK" and "Cancel" buttons.



# VERIFY THE BALLOT WAS ISSUED

Verify the ballot was issued in the confirmation window and in:

1. This Precinct
2. Information screen
3. List of Voters

**Voter Search**

DLN / Name:

**This Precinct** | Other | Unlisted

These voters are located within selected inner precinct(s):

		Voter Name	DOB
▷	REG	ADAMS, GREGORY ALAN	04/26/1964
?		ADCOCK, GERALDINE	06/04/1918
?		AHMED, SAMI	04/09/1988
		AICHER, ANDREA LEE	11/16/1983
		AICHER, MARK ALLEN	07/06/1960
		AICHER, SEAN ALLEN	07/27/1992
		AICHER, TRACY ANDREA	10/16/1962
		AIMESBURY, FRANCES ELIZABETH	11/19/1967
?		AIMESBURY, KAYLA INMAN	09/18/1996
		AIMESBURY, KEEGAN WINSLOW	04/23/2000
		AIMESBURY, SHAWN MICHAEL	06/28/1984

**List of Voters**

#	Assigned To	Ballot
1	ADAMS, GREGORY ALAN	A0000001
2		

**Name:** ADAMS, GREGORY ALAN  
**Address:** 133 BATTLE CREEK MI 49015

**Gender:** M

**Polling Location:** WOODLAND CHURCH  
14425 HELMER ROAD S  
BATTLE CREEK MI 49015

**Ballot Style:**

**Reg.Date:**   
**Eff. Rg.Date:**

**If you need to perform an action for this voter, such as issue a ballot, then you must first LOCK THIS VOTER by clicking this button:**

**Lock this voter record**

*If you do not LOCK this voter, then you cannot perform any action for this voter, and no changes will be recorded for this voter.*

Regular ballot [A0000001] issued at the precinct.  
VOTING STATUS: Voted in precinct using a Regular ballot.

# Voter Assist Terminal (VAT)

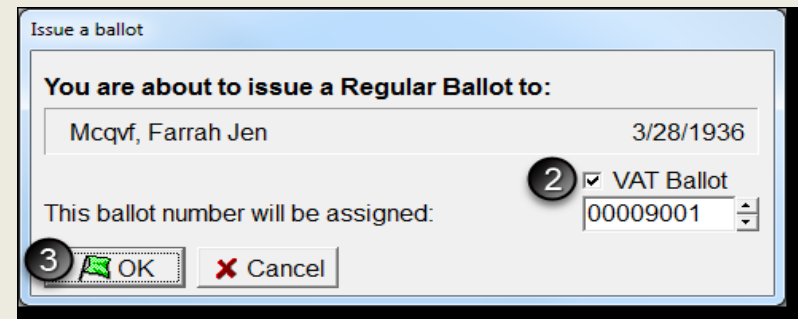
## Ballots - ICX

When a voter requests to use the ICX or Voter Assist Terminal (VAT) to vote, issue a blank ballot (with a numbered stub). Since they will make their selections using the VAT which prints their votes on a blank ballot, they will not receive a regular ballot with a traditional number sequence.

To record such ballots in the Electronic Pollbook, search for the voter in the EPB as usual and select a ballot type to record. When assigning this voter's ballot number, you must indicate that it is a VAT Ballot by checking the VAT box. This action tells the system to use the blank ballot numbering sequence when auto advancing. If it is the first VAT ballot of the day, enter the first ballot number of the blank ballot stock. VAT ballot numbers will advance automatically like other ballots do when the Auto Advance option is enabled and after the first number is entered.

To record a VAT ballot:

1. Click the button for the kind of ballot being assigned (Regular, Provisional...
2. Add a checkmark to the VAT box
3. If this is the first VAT ballot of the day, enter the ballot number in, otherwise, confirm the VAT ballot number matches The sequence and click OK.  
Voter will be given a Voter card and will proceed to the Voter Assist Terminal.



# ISSUE VAT BALLOTS

Voter Assist Terminal (VAT) voters are issued a blank ballot with a numbered stub.

1. Click the button for the type of ballot being assigned ( Regular, Provisional...)
2. Check the VAT Ballot box
3. Enter or confirm the VAT ballot number and click OK
4. Hand voter a ICX Voter Card and numbered VAT Ballot
5. Direct voter to the ICX station. Remind them to proceed to the tabulator with their printed ballot and ICX card after voting

Issue a ballot

**You are about to issue a Regular Ballot to:**

MCQVF, RANDALL RUDOLPH 05/08/1993

This ballot number will be assigned:

☒ VAT Ballot?

90001

☒ OK ☐ Cancel

# READ VOTER STATUS FLAGS

Note the **?** next to voter names

- ★ Assist these voters with their registration or other status issues before issuing a ballot
- ★ Read more details on their situations in the voter status window at the bottom of screen

File Edit View Reports Sys Admin Help

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP

**Voter Search**

DLN / Name:  Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
▶ ?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	MCQVF, CAPRI CASIMER	07/05/1980
	MCQVF, CAREAL CASCANI	07/01/1980
	MCQVF, CAREN CLEOPHIS	07/17/1980
	MCQVF, CAREY CHERIAE	06/10/1980
	MCQVF, CARI CAITLIN	05/21/1980
	MCQVF, CARIN CORIANTON	06/23/1980

1632 matching voters

# PROCESS VOTER WITH STATUS FLAGS: AV-S & AV-R

## ★ Absentee ballot sent by clerk

- ★ Voter must surrender the absentee ballot or complete the Affidavit of Lost or Destroyed Absentee Ballot after approval from the Clerk
- ★ Process as a Regular ballot
- ★ Place the surrendered AV ballot in the Local Clerk envelope

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.

## ★ Absentee Ballot sent/received by clerk

- ★ Voter was sent an absentee ballot and returned it to the Clerk
- ★ DO NOT issue this voter a ballot; they have already voted

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.

VOTING STATUS: Did not vote in precinct.

# PROCESS VOTER WITH STATUS FLAGS: CHALLENGES; FEDERAL ID REQUIREMENT

- ★ Voter's status is CH – Age, Citizenship or Residency
  - ★ Formal Challenge: complete the challenge process before issuing a challenged ballot
  - ★ Seek assistance from the precinct chairperson to complete this process
  - ★ EPB processing is the same as a regular voter except Challenged ballot is selected
  - ★ CHAL will appear next to the voter's name after processed
- ★ Voter must show ID before voting
  - ★ ( Federal requirement)
  - ★ Must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address

Voter's Status is CHALLENGED: AGE  
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP  
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY  
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement).  
VOTING STATUS: Did not vote in precinct.



# PROCESS VOTER WITH STATUS FLAGS: VERIFY STATUSES

- ★ Voter's Status is To Be Verified:  
Address Unclear, Confirmation  
Notice, or Surrendered License

- ★ Voter must verbally confirm  
address listed in the EPB
- ★ If the voter does not confirm  
the address, follow the  
procedure for voters that have  
moved

- ★ Voter's status is V: Confirm  
Citizenship

- ★ Voter must complete a voter  
registration card and mark yes  
on the citizenship box
- ★ If the voter marks no, DO NOT  
issue a ballot

Voter's Status is TO BE VERIFIED: CONFIRMATION NOTICE  
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: SURRENDERED LICENSE  
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: CONFIRM CITIZENSHIP  
VOTING STATUS: Did not vote in precinct.

# PROCESS VOTER WITH STATUS FLAGS OR INSPECTOR ACTION MESSAGE

## ★ Voter's Status is V: Sign Reg Card

- ★ Voter must complete a voter registration application prior to being issued a ballot (make note on the application what the status flag is)

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD  
VOTING STATUS: Did not vote in precinct.

## ★ Voter Message: Challenged Ballot

- ★ See next slide for instructions for processing challenged ballots
- ★ Voter registered within 14 days prior and on to Election Day with an alternate form of residency verification

Election Inspector Action Required - This voter's ballot must be recorded as Challenged.  
VOTING STATUS: Did not vote in precinct.



# VOTERS WHO HAVE MOVED

- If the address on the application to vote does not match what is in the EPB or the voter has been asked to verify their address
- If outside of the jurisdiction, then ask when they moved
- Don't offer eligibility information, make the voter provide accurate information
- Be ready with voter's information when calling Clerk
- If voter claims to have registered within the 0-14 days with Clerk, ask for registration receipt

## Within the jurisdiction

- Vote at old precinct 1 last time— complete Election Day Change of Address
- Vote at new precinct – register with local clerk with residency verification

## To a new jurisdiction

- Less than 60 days before the election:
  - Vote at old precinct – complete Authorization to Transfer Voter Registration
  - Vote at new precinct – register with local clerk with residency verification
- More than 60 days before the election:
  - Vote at new precinct – register with local clerk with residency verification

Election Day Change of Address/Authorization to Transfer Voter Registration  
for use by voters that are listed in the ePollbook with an address change

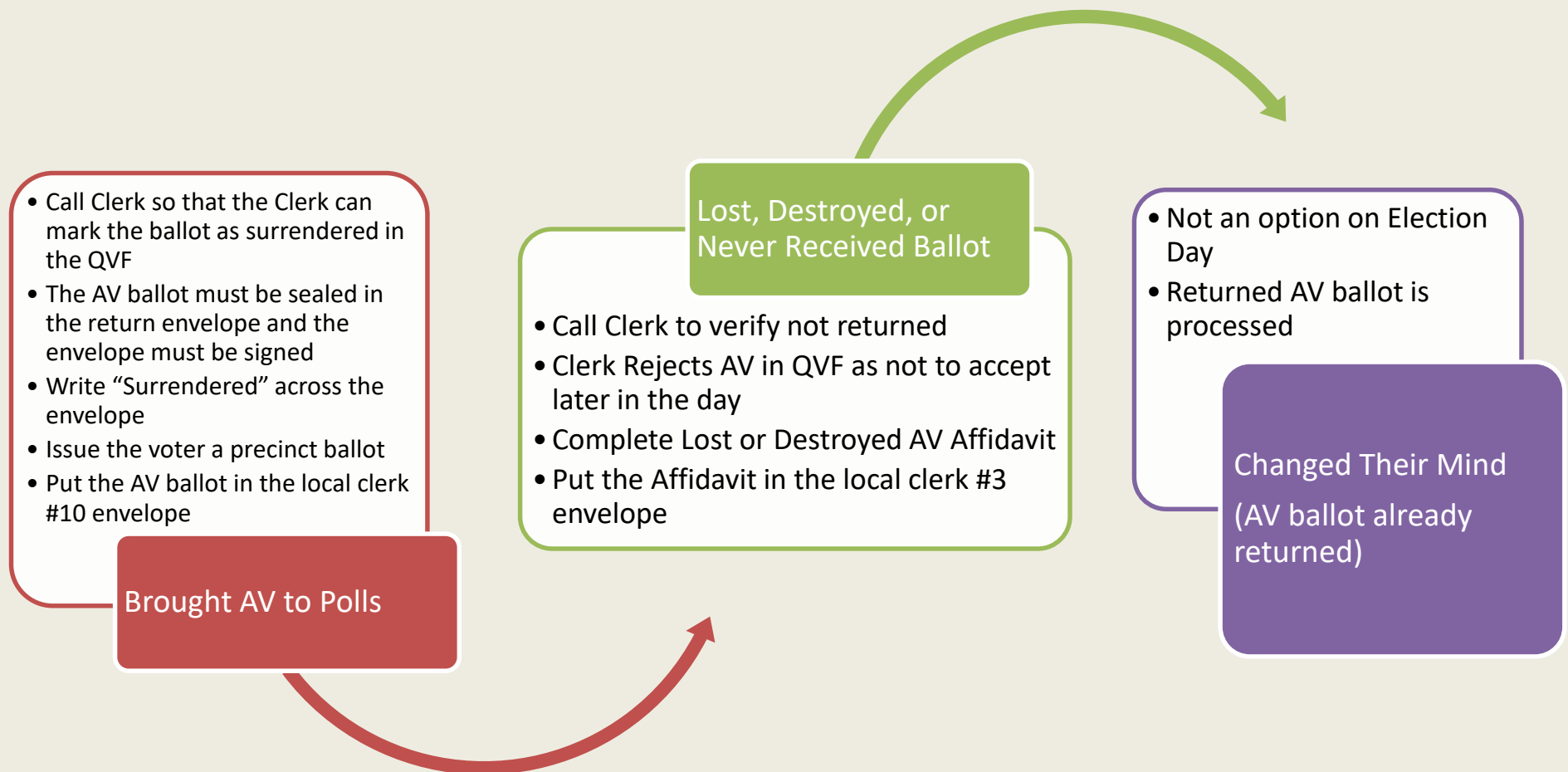
<b>Michigan driver license/state personal ID #</b>				
<input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
<input type="checkbox"/> I do not have a Michigan driver license/state personal ID # or it is not in my possession				
<b>address change</b>				
<input type="checkbox"/> I have moved within the same city or township, please update my record.				
<input type="checkbox"/> I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.				
<b>personal information    *required information</b>				
last name*		first*	middle	suffix
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
date of birth*				MI
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
new address – house number & street name*		apt/lot #	city*	zip
(      )				
phone		email		
<b>authorization</b>				
By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.				
<b>X</b>				
signature		date		

**NOTE:** Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

**Election Inspector:** Place this form in the Local Clerk Envelope.

# ABSENT VOTERS APPEARING AT THE POLLS

- This will happen more often with the implementation of “no reason” absentee voting
- Always call the Clerk to verify
- Inspectors can reassure voters that all AV ballots already returned are being processed



**Voters marked AV Sent/Received should not be issued a ballot. They already voted.**

# CHALLENGERS

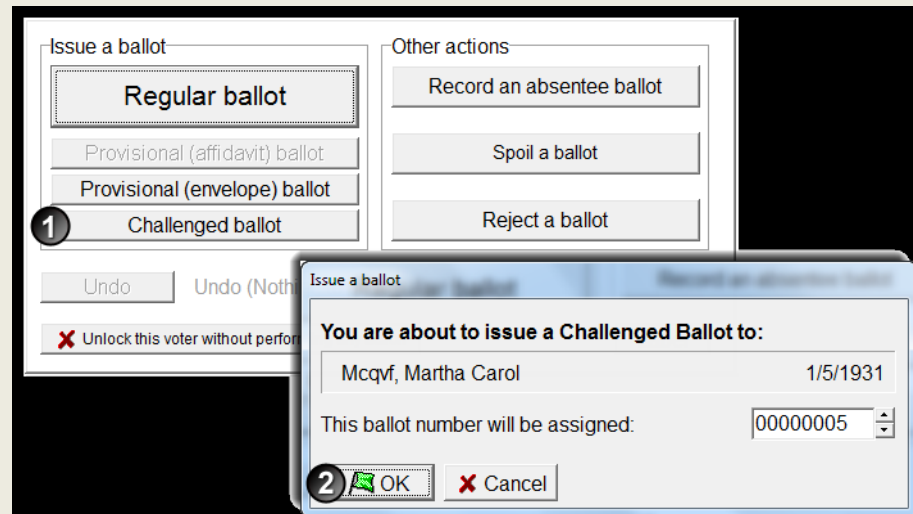
## Challenged Voters

If a voter is challenged by a Challenger the voter must be issued a Challenged ballot and that Challenged ballot must be recorded in the EPB. Please note, the Challenge must be directed to the chairperson and all steps must be carried out prior to issuing the challenged ballot. Follow the instructions below to issue a challenged ballot in the EPB software.

### To issue a Challenged ballot:

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



**Important note:** The ballot number must be written on the physical ballot and covered with a piece of paper or post-it tape. In addition, full documentation of the challenge must be recorded in the paper binder pollbook.

# ISSUE A CHALLENGED BALLOT

- ★ Search and lock voter record
- ★ Click Challenged ballot
- ★ Verify the ballot number being issued is correct or enter the ballot number and click OK.

The screenshot displays the 'Issue a ballot' menu with options: Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, and Challenged ballot (marked with a circled '1'). Below these are 'Undo' and 'Undo (Nothing to undo)' buttons, and a red 'X' icon with the text 'Unlock this voter without performing any act'. To the right, the 'Other actions' menu includes 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. A confirmation dialog box is open, titled 'Issue a ballot', with the text 'You are about to issue a Regular Ballot to:'. It shows the voter name 'AAMODT, ERIC DAVID' and the date '06/01/1977'. There is a checkbox for 'VAT Ballot?' and a field for 'This ballot number will be assigned:'. At the bottom are 'OK' and 'Cancel' buttons (marked with a circled '2').

## **\*\*Important note on processing a challenged ballot:**

- Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
- Conceal this number with a small piece of white paper taped over the number.

# PROCESS A SPOILED BALLOT

## AFTER YOU PHYSICALLY HAVE THE BALLOT IN YOUR HAND

Search and lock the voter:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling
3. Click OK
4. Write “SPOILED” Across ballot and place in Envelope 4 – Spoiled Ballot

Note: Lock the voter in again to issue their next ballot

Make sure you update the voter's Application to Vote

The screenshot displays the 'Issue a ballot' window in the QVF Electronic Poll Book software. The 'Regular ballot' button is highlighted. The 'Other actions' section includes 'Record an absentee ballot', 'Spoil a ballot' (marked with a circled 1), and 'Reject a ballot'. Below these are 'Undo' and 'Undo (Issuance of regular ballot [00000001])' buttons, followed by a red 'X' icon and the text 'Unlock this voter without performing any action', and 'Voter Remarks' and 'Label' buttons. A status bar indicates 'Regular ballot [00000001] issued at the precinct. VOTING STATUS: Voted in precinct using a Regular ballot.'

The 'Spoil a ballot' dialog box is open, showing 'You are about to spoil a ballot for:' followed by 'MCQVF, CALEB CECIL' and '08/01/1980'. Below this, it asks 'The number of the ballot to be spoiled is:' with a text box containing '00000001'. At the bottom, there are 'OK' (marked with a circled 2) and 'Cancel' buttons.

The 'QVF Electronic Poll Book' window is also visible, displaying the message 'Spoiling of ballot is complete. Please issue a new ballot.' with an 'OK' button (marked with a circled 3).

# ABSENT VOTERS APPEARING AT THE POLLS

IF A VOTER HAS BEEN ISSUED AN AV BALLOT AND HAS NOT  
RETURNED THE BALLOT TO THE CLERK

- ★ Call the Clerk's Office (we must spoil the ballot in our system before you can issue a new ballot) – you will be directed to have the voter complete the Affidavit of Lost Absentee Voter Ballot form
  - If surrendering the ballot you will need the voter to fill out the Affidavit of Lost Absentee Voter Ballot form indicating they would like to surrender their ballot and vote at the polls
  - Have the voter sign the envelope and write “Surrendered” across the front
  - Place the surrendered ballot and the affidavit in the #10 Local Clerk's Envelope
- ★ You may now issue a regular ballot

# Prop 3 - Voter Registration Changes

**A voter who wishes to register to vote and obtain a ballot may do so until 8:00 pm on Election Day**

★ Send to Clerk's Office to register

- Must have proof of residency – State ID/DL, utility bill, pay stub, bank statement, government document.
- May vote absentee at Clerk's Office OR
- May return to the polls with a receipt and vote in precinct
  - Regular Ballot – State ID/DL to prove residency
  - Challenged Ballot – Secondary form of proof of residency

# Prop 3 - Voter Registration Changes

## Voter Registration Receipt

- ★ Only issued within 14 days of Election
- ★ April 19<sup>th</sup> and after for this Election
- ★ Voter is added to the Unlisted Tab
- ★ Receipt will indicate whether a 'Regular' or 'Challenged' Ballot should be issued – make this selection in the EPB

**Clerk's Office Voter Registration Receipt**

[clerk address] Registration approved by: \_\_\_\_\_

**[election date] Election**

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:  
[voter name and address]

**Note to election inspector:**

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days.

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]  
Prepare the ballot as Challenged.

**CH**

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]  
Issue the voter a Regular ballot with the ballot style noted below.

**Retain this receipt in the local clerk envelope.**

**Application to Vote**

[ward/pct number] [election date mm/dd/yyyy]  
[bar code]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

**Sign** \_\_\_\_\_

Ballot Style: [populate]  
Ballot No: \_\_\_\_\_  
Voter No: \_\_\_\_\_  
Inspector Initials: \_\_\_\_\_

[voter name/address/DOB]

**Election Inspector:** Have voter sign and place with other Applications to Vote.



# Voter Registration Receipt - **REGULAR**

## Clerk's Office Voter Registration Receipt

VICTORIA HOUSER - CITY CLERK  
BATTLE CREEK CITY  
10 N. DIVISION STREET  
ROOM 111  
BATTLE CREEK MI 49014

Registration approved by: \_\_\_\_\_

ELECTION: 8/4/2020

The following voter was registered to vote on 7/23/2020 and should be issued a **REGULAR** ballot:

MARTY EARNEST DESKINS  
10 CLAY ST APT 614  
BATTLE CREEK MI 49017

PRECINCT  
CHERRY HILL  
10 CLAY ST  
BATTLE CREEK MI 49017

### Application to Vote

02018

8/4/2020

Ballot Style: 3198

Ballot No: \_\_\_\_\_

Voter No: \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

I certify that I am a United States citizen and a  
registered and qualified elector in this precinct and  
hereby make application to vote at this election

Sign

MARTY EARNEST DESKINS, 10 CLAY ST APT 614 BATTLE CREEK MI 49017, 11/12/1956

Election Inspector: Have voter sign and place with other Applications to Vote.

# Voter Registration Receipt - CHALLENGED

## Clerk's Office Voter Registration Receipt

VICTORIA HOUSER - CITY CLERK  
BATTLE CREEK CITY  
10 N. DIVISION STREET  
ROOM 111  
BATTLE CREEK MI 49014

Registration approved by: \_\_\_\_\_

ELECTION: 8/4/2020

The following voter was registered to vote on 7/22/2020 and should be issued a **CHALLENGED** ballot:

R LETAMMARR BRIGGS  
59 MYRTLE AVE  
BATTLE CREEK MI 49037

PRECINCT  
CHRIST UN  
65 BEDFOR  
BATTLE C

### Application to Vote

01010

8/4/2020

Ballot Style : 3193

Ballot No : \_\_\_\_\_

Voter No : \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

I certify that I am a United States citizen and a  
registered and qualified elector in this precinct and  
hereby make application to vote at this election

Sign

R LETAMMARR BRIGGS , 59 MYRTLE AVE BATTLE CREEK MI 49037, 10/20/1959

Election Inspector: Have voter sign and place with other Applications to Vote.

# PROCESS UNLISTED VOTERS WITH A RECEIPT

★ If the receipt says the ballot should be prepared as challenged, follow directions on receipt for ballot preparation, and in EPB:

1. Click Challenged Ballot
2. Enter the voter's ballot number into the e-Pollbook



Important note:  
Manually enter ballot numbers **for unlisted** voters. The next regular ballot issued in their ballot style will need to be adjusted as it will neither auto increment nor lockout.

**Clerk's Office Voter Registration Receipt**

VICTORIA HOUSER - CITY CLERK  
BATTLE CREEK CITY  
10 N. DIVISION STREET  
ROOM 111  
BATTLE CREEK MI 49014

Registration approved by: \_\_\_\_\_

---

ELECTION: 8/4/2020

The following voter was registered to vote on 7/22/2020 and should be issued a **CHALLENGED** ballot:

R LETAMMARR BRIGGS 59 MYRTLE AVE BATTLE CREEK MI 49037	PRECINCT 01010 CHRIST UNITED METHODIST CHURCH 65 BEDFORD ROAD N BATTLE CREEK MI 49037
--	--

**Issue a ballot**

**Regular ballot**

Affidavit ballot-provisional

Envelope ballot-provisional

**1** Challenged ballot

Undo

Undo (Nothing to undo)

Unlock this voter without performing any action

**Other actions**

Record an absentee ballot

Spoil a ballot

Reject a ballot

**Issue a ballot**

**You are about to issue a Challenged Ballot to:**

MCQVF, BAILEY LYNN	11/25/1961
<input type="checkbox"/> VAT Ballot?	
This ballot number will be assigned: <span style="border: 1px solid #ccc; padding: 2px;">00000002</span>	
<b>2</b> <input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel	

# ADD UNLISTED VOTER

(USE ONLY AT THE DIRECTION OF THE CLERK)

- ★ If the citizen is a qualified voter in this precinct, add them to the Unlisted tab
- ★ To add voter to list:
  1. Select Unlisted tab
  2. Select New
  3. Enter voter information – You must complete all fields
  4. Select OK
- ★ Lock voter and click “Remark” to enter a complete description of why voter was added under the Unlisted tab.
- ★ Select ballot type and issue ballot

The screenshot displays the 'Voter Search' application. At the top, there is a search bar with 'DLN / Name:' and a text input field containing 'MCQVF', followed by a 'Search' button. Below this are three tabs: 'This Precinct', 'Other', and 'Unlisted'. The 'Unlisted' tab is selected and highlighted with a black circle labeled '1'. Under the 'Unlisted' tab, a message states 'These voters are entered manually:'. Below this message is a table with two columns: 'Voter Name' and 'DOB'. At the bottom left of the main window, there is a green '+ New' button, which is circled with a black circle labeled '2'. Below the '+ New' button, it says '0 matching voters'. Overlaid on the bottom right of the main window is a smaller window titled 'Unlisted Voter'. This window contains several text input fields: 'Last Name:', 'First Name:', 'Middle Name:', 'Suffix:', 'DOB:', and 'Address:'. The 'Last Name' field is highlighted with a black circle labeled '3'. Below these fields are two checkboxes: 'Voter Receipt:' and 'License:'. At the bottom of the 'Unlisted Voter' window are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is circled with a black circle labeled '4'.

# PROCESS UNLISTED VOTER WITH A RECEIPT AND DL/PID

Voters who registered at the clerk's office after the download of the EPB should present a receipt and be added:

1. Select the Unlisted tab
2. Select New
3. Enter the voter's info
4. Click Voter Receipt box
5. Swipe the driver's license or state ID or scan the barcode to add the ID number; the window will close automatically (or carefully hand-type the number and click OK).
6. **ALL VOTER INFORMATION MUST BE ENTERED!**
7. Lock voter and make a remark detailing why you entered them under the Unlisted tab

The screenshot shows two overlapping software windows. The background window is titled "Voter Search" and has a search bar with "MCQVF" entered and a "Search" button. Below the search bar are three tabs: "This Precinct", "Other", and "Unlisted". The "Unlisted" tab is selected and has a circled "1" next to it. Below the tabs, a red text label reads "These voters are entered manually:". Underneath is a table with headers "Voter Name" and "DOB". The foreground window is titled "Unlisted Voter" and contains several input fields: "Last Name" (MCQVF), "First Name" (JOHN), "Middle Name" (DOE), "Suffix" (empty), "DOB" (4/1/2000), "Address" (123 MAIN ST, MASS CITY, MI 49948), "Voter Receipt" (checked), and "License" (M123456789999). A circled "2" points to a green "+" icon and the word "New" at the bottom left of the "Voter Search" window. A circled "3" points to the "Last Name" field. A circled "4" points to the "Voter Receipt" checkbox. A circled "5" points to the "License" field. At the bottom of the "Unlisted Voter" window are "Ok" and "Cancel" buttons.

# FIND VOTERS NOT APPEARING ON THIS PRECINCT LIST

## ★ Other Tab

- ★ If the voter is not in This Precinct, search in Other tab
- ★ Other tab lists of voters in other precinct(s)
- ★ Select voter name and direct them to their polling location

**Voter Search**

DLN / Name:

This Precinct **Other** Unlisted

These voters are located outside of the selected inner precincts:

	Voter Name	DOB
▶	MCQVF, A ANTONIO	01/26/1947
	MCQVF, AARON ARIELLE	01/12/1947
	MCQVF, ABAGAIL ALBERT	02/16/1947
	MCQVF, ABBY ARLINE	05/08/1947
	MCQVF, ABDULAZIZ ALFONZO	03/14/1947
	MCQVF, ABIGAIL ANNA	01/08/1947
	MCQVF, ADA ADINA	03/30/1947
	MCQVF, ADALISA ALLENE	05/09/1947
	MCQVF, ADAM ARTHUR	01/13/1947
	MCQVF, ADELA ABRAHAM	05/10/1947
	MCQVF, ADELIAH ARMEN	04/01/1947
	MCQVF, ADELITA ALLYN	02/07/1947
	MCQVF, ADOLFO ANGEL	03/03/1947
	MCQVF, ADOLPH ADAM-ROSS	02/06/1947
	MCQVF, ADOLPHUS ALVIN	03/24/1947
	MCQVF, ADRIENNE ABED	01/14/1947
	MCQVF, AHMED ANTIONETTE	05/11/1947
	MCQVF, AHMONE ALLISON	03/15/1947
	MCQVF, AHSLEY ANETA	03/25/1947

1080 matching voters



# DETERMINE WHETHER UNLISTED VOTERS ARE ELIGIBLE TO VOTE IN THIS PRECINCT

★ If the voter is not found in the This Precinct or the Other tab, call the Clerk's Office to look up the voter in the State database

★ The Clerk's Office will determine if the citizen is a qualified voter and will direct you on how to proceed

This Precinct	Other	Unlisted
These voters are located within selected inner precinct(s):		
	Voter Name	DOB
?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	MCQVF, CAPRI CASIMER	07/05/1980
	MCQVF, CAREAL CASCANI	07/01/1980
	MCQVF, CAREN CLEOPHIS	07/17/1980
	MCQVF, CAREY CHERIAE	06/10/1980
	MCQVF, CARI CAITLIN	05/21/1980
	MCQVF, CARIN CORIAnton	06/23/1980

1632 matching voters



# ISSUE A PROVISIONAL ENVELOPE BALLOT

If you have a voter that your **CHAIRPERSON** has determined will require a Provisional Ballot follow the below steps:

ENVELOPE Ballot (If answered “No” to any questions)

- ✓ If the voter is registered in another precinct and refuses to go there; Click the “Other” tab and find your voter
- ✓ If the voter is not found under the **This Precinct** or **Other** tabs ; Click the “Unlisted” tab to add the voter to the list
  - Click New
  - Enter Voter’s information
  - Click OK
- ✓ Lock this voter record
- ✓ Provisional (envelope) ballot
- ✓ Enter Ballot number
- ✓ **MAKE SURE YOU CHECK THE BALLOT NUMBER! THIS PORTION OF THE PROGRAM WILL NOT RECOGNIZE A DUPLICATE BALLOT NUMBER**
- ✓ ENTER REMARKS

**THIS BALLOT DOES NOT GO INTO THE TABULATOR, PLACE THE SEALED ENVELOPE IN THE STORAGE ENVELOPE #11.**

# ISSUE A PROVISIONAL AFFIDAVIT BALLOT

If you have a voter that your **CHAIRPERSON** has determined will require a Provisional Ballot follow the below steps:

AFFIDAVIT Ballot (ONLY if answered “Yes” to all questions)

- ✓ Click the Unlisted tab
- ✓ Click New
- ✓ Enter Voter’s information
- ✓ Click OK
- ✓ Lock this voter record
- ✓ Provisional (affidavit) ballot
- ✓ Enter Ballot number
- ✓ **Make sure Ballot number is written on the BACK of the PAPER Ballot before it is given to the Voter (NOT THE STUB)**

**MAKE SURE YOU CHECK THE BALLOT NUMBER! THIS PORTION OF THE PROGRAM WILL NOT RECOGNIZE A DUPLICATE BALLOT NUMBER -**  
**Add Remarks**

# RECORDING AV BALLOTS

AV Ballots will be processed in the precinct for this election.

AV Ballots will be delivered to each precinct in the morning by the Clerk's Office and throughout the day.

- The EBP operator must record the number of ballots delivered to the precinct in the Ballot Summary – Section B and make a remark in the Remarks Section (see slide 54). Do not include AV numbers in Section A - *Number of ballots delivered to precinct* (this is for the number of blank precinct ballots delivered to the precinct).
- Empty AV envelopes or rejected AV ballots must be recorded in Section E (check with processing team or chairperson for this number, if any).

The screenshot shows the 'Ballot Summary Report' window. Section B, 'NUMBER OF AV return envelopes received by board', has a dropdown menu with '50' selected, which is circled in red. A red arrow points from the text 'make a remark in the Remarks Section' to the 'Delete' button. Another red arrow points from the text 'check with processing team or chairperson' to the input field for 'E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason'.

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
	00000001	00000500	500
VAT	00001001	00001050	50

Total = 550

B: Number of AV return envelopes received by board: 50

C: Total: 600

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading): 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 0

G: Number of ballots rejected: 0

H: Number of ballots used by election inspectors for ballot duplication: 0

I: Number of provisional envelope ballots issued: 0

J: Number of UNUSED BALLOTS:

Preview

# RECORDING AV BALLOTS

- Any in-precinct ballots that are used to duplicate AV ballots must be accounted for and the number of ballots used must be entered in Section H. Be sure to make a remark in the General Remarks section.

You will need to update sections B, E and H as additional ballots are delivered and processed throughout the day.

**As a reminder: you cannot accept AV ballots from voters who appear at the polling location.**

**The AV ballot must be returned to the Clerk's Office to check-in and verify before it is delivered to the precinct or the voter can surrender the AV ballot and be issued a new in-precinct ballot (Clerk's Office must approve and a form must be completed)**

The screenshot shows a 'Ballot Summary Report' form. A red arrow points from the text in the first bullet point to section H of the form.

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
	00000001	00000500	500
VAT	00001001	00001050	50

Total = 550

B: Number of AV return envelopes received by board 50

C: Total 600

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 0

H: Number of ballots used by election inspectors for ballot duplication 0


I: Number of provisional envelope ballots issued 0

J: Number of UNUSED BALLOTS:

Preview

# AVOID MISTAKES OR CORRECT MISTAKES


- ★ Did you lock the wrong voter?
  - ★ Click Unlock this voter without performing any action
- ★ Did you make a mistake?
  - ★ Use Undo for entry mistakes
    - ★ wrong ballot number
    - ★ wrong voter
- ★ Do not use Undo to Spoil a ballot
- ★ Do not Spoil a ballot to fix a numbering error

 Unlock this voter without performing any action

### Voter Details

Name:	MCQVF, RANDALL RUDOLPH	DOB:	05/08/1993
Address:	2258 STATE HIGHWAY M38 MASS CITY MI 49948	Precinct:	00001
		Ballot Style:	1B
Gender:	M	Temp	Perm
Reg.Date:	05/12/2016		
Eff. Rg.Date:	06/11/2016		
Polling Location:	ROUSSEAU TOWN HALL		
Geography			

Confirm

 Undo the following action: (Issuance of regular ballot [00090001])

Yes No

Affidavit ballot-provisional

Envelope ballot-provisional


Challenged ballot

Spoil a ballot

Reject a ballot

Undo

Undo (Issuance of regular ballot [00090001])

 Unlock this voter without performing any action

Voter Remarks

Label

Regular ballot [00090001] issued at the precinct.  
VOTING STATUS: Voted in precinct using a Regular ballot.

JOHNSMITH



# CORRECT A SIMPLE MISTAKE

1. Search voter
2. Select voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes

Note that this does make a blank row in your List of Voters. Immediately record the correction to fill that gap.

**Voter Details**

Name: MCQVF, RANDALL RUDOLPH DOB: 05/08/1993

Address: 2258 STATE HIGHWAY M38 MASS CITY MI 49948 Precinct: 00001

Gender: M Temp Perm Reg.Date: 05/12/2016 Eff. Rg.Date: 06/11/2016

Polling Location: ROUSSEAU TOWN HALL

Ballot Style: 1B

Confirm

Undo the following action: (Issuance of regular ballot [00090001])

5 Yes No

Affidavit ballot-provisional Spoil a ballot

Envelope ballot-provisional Reject a ballot

Challenged ballot

4 Undo Undo (Issuance of regular ballot [00090001])

Unlock this voter without performing any action Voter Remarks Label

Regular ballot [00090001] issued at the precinct.  
VOTING STATUS: Voted in precinct using a Regular ballot.

JOHNSMITH

**List of Voters**

#	Assigned To	Ballot
1	MCQVF, LISA ANNE	00000001
		00000003
2	MCQVF, LISA LEE	00000002
3	MCQVF, JOHN DOE	00000004
4	MCQVF, RALEIGH GRANT	00000106
5		
6	MCQVF, RANA RASHID	00000005
7	MCQVF, RAFAEL REYNALD	00000006
8		

# MAKE A GENERAL REMARK

Any time a correction is made, AV ballots are delivered, you balanced in the middle of the day or any other issue or situation occurs you will need record a remark.

1. Click File (or General Remarks button on main screen and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark; the entry will be automatically time- and date-stamped
5. Click OK
6. Click Close



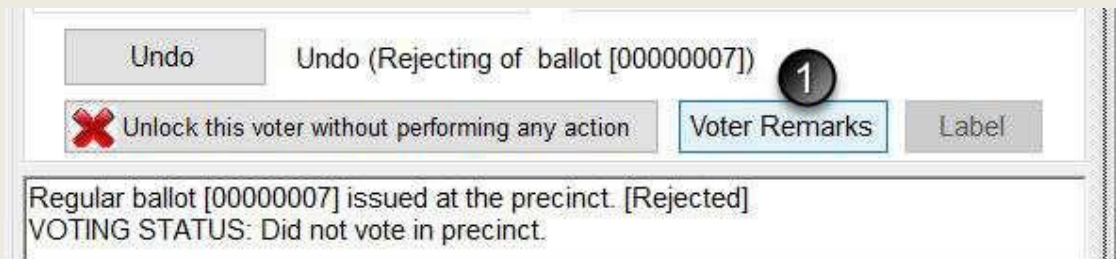
# MAKE A VOTER REMARK

To tie a remark to a specific voter, pull voter record up and:


1. Click Voter Remarks
2. Enter remark text in box
3. Click OK

Voter remarks are time- and date-stamped and capture the voter name and voter number.

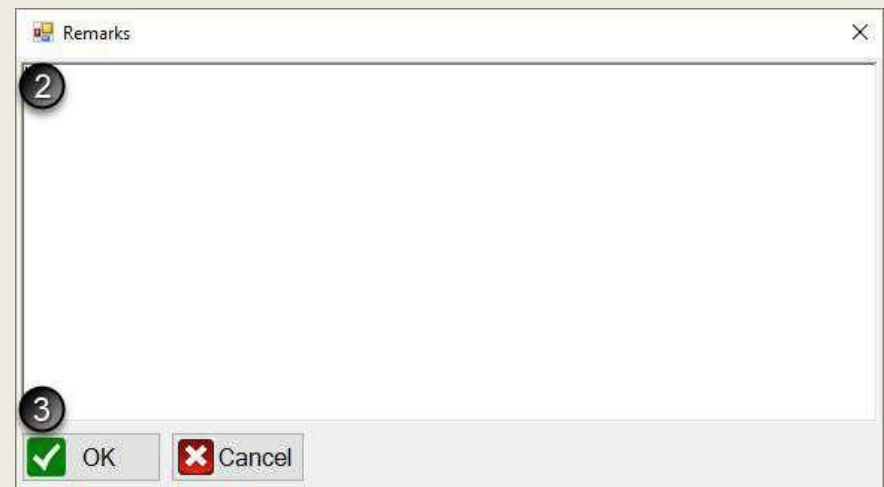
If there are no other actions to perform on that voter, Unlock the voter and move to the next voter.



Undo Undo (Rejecting of ballot [00000007])

 Unlock this voter without performing any action **Voter Remarks** Label


Regular ballot [00000007] issued at the precinct. [Rejected]  
VOTING STATUS: Did not vote in precinct.

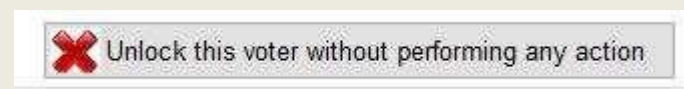



Remarks

2

3

 OK  Cancel



 Unlock this voter without performing any action

# REJECT A BALLOT

- ★ Reject a ballot only in situations where a voter will not be issued a new ballot.
- ★ Valid reasons for rejection are:
  - ★ Exposure – A voter intentionally exposed his or her marked ballot to others at the polling place.
  - ★ Missing stub/ballot number does not agree – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter's Application to Vote.
  - ★ Ballot was left in booth/voter did not tabulate – A voter neglected or refused to tabulate his or her ballot.

# REJECT A BALLOT

★ Pull the voter up in EPB to reject a ballot:

1. Click Reject a ballot
2. Verify ballot number is the same as assigned and click OK
3. Click OK

Lock the voter in again to record a Voter Remark including the reason for the rejection, and then use the red X to Unlock the voter

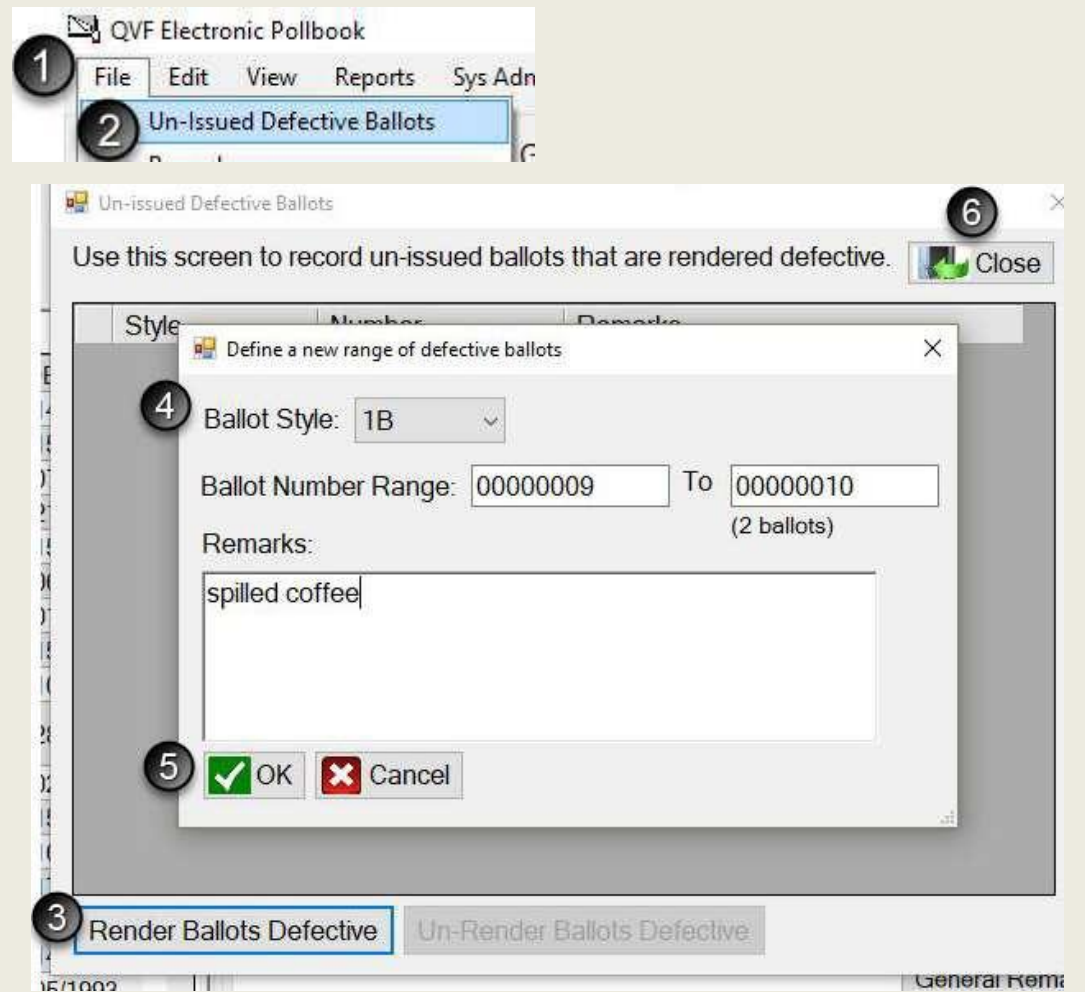
The screenshot shows the 'Voter Details' form. It contains fields for Name (MCQVF, RAYMOND RAY), DOB (04/05/1993), Address (2225 STATE HIGHWAY M38, MASS CITY MI 49948), Precinct (00001), Gender (M), Polling Location (ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948), Reg.Date (04/09/2016), Eff. Rg.Date (05/09/2016), and Ballot Style (1B). Below these fields are two sections: 'Issue a ballot' with buttons for Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, and Challenged ballot; and 'Other actions' with buttons for Record an absentee ballot, Spoil a ballot, and Reject a ballot (which is highlighted with a red circle and the number 1). At the bottom, there are 'Undo' and 'Undo (Issuance of regular ballot [00000007])' buttons, a red X icon with the text 'Unlock this voter without performing any action', and 'Voter Remarks' and 'Label' buttons. A status bar at the bottom indicates 'Regular ballot [00000007] issued at the precinct. VOTING STATUS: Voted in precinct using a Regular ballot.'

The screenshot shows the 'Reject a ballot' dialog box. It has a title bar 'Reject a ballot'. The main text says 'You are about to reject a ballot for:'. Below this, there is a text field containing 'MCQVF, RAYMOND RAY' and a date field containing '04/05/1993'. Below these fields, it says 'The number of the ballot to be rejected is:'. To the right of this text is a text field containing '00000007' with a red circle and the number 2 next to it. At the bottom, there are two buttons: 'OK' with a green checkmark icon and a red circle with the number 3 next to it, and 'Cancel' with a red X icon.

# MARK UNISSUED BALLOTS DEFECTIVE

If a ballot (within the number range being used) becomes unusable, record it as defective so the Ballot Summary will still balance at the end of the night.

1. Click File
2. Click Un-issued Defective Ballots
3. Click Render Ballots Defective
4. Select the Ballot Style, enter the Ballot Number Range, and record Remarks why the ballot is defective.
5. Click OK
6. Click Close



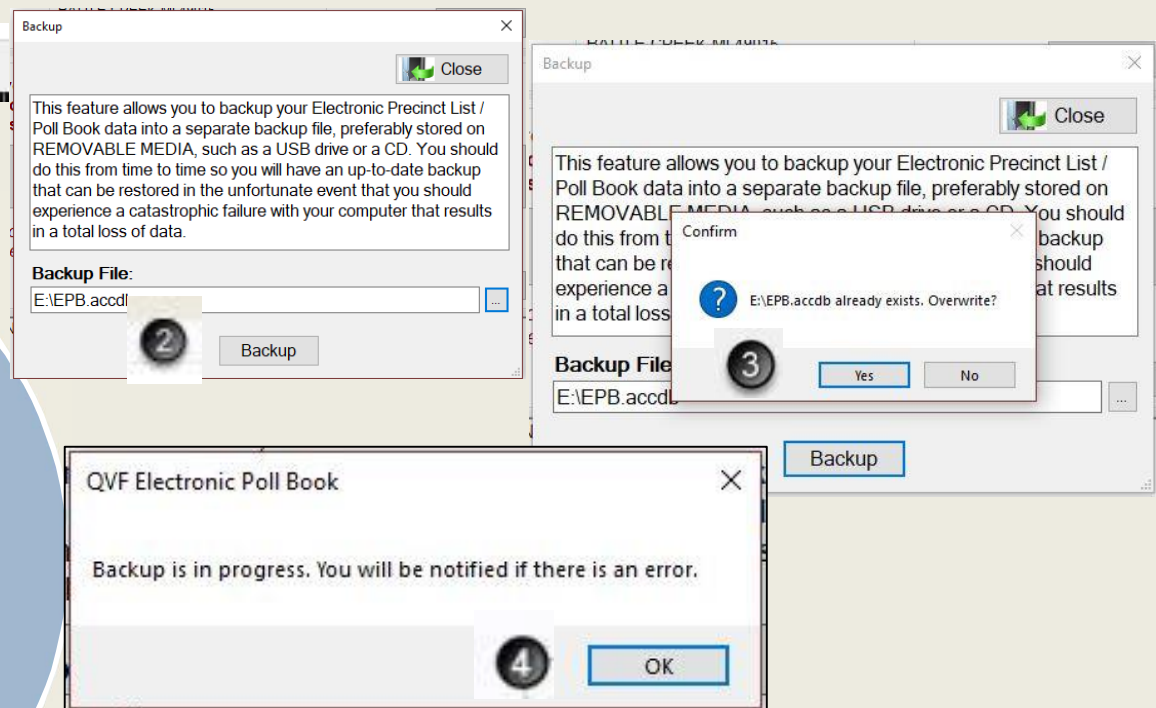


# BACKUP REGULARLY

- ★ The Backup Overdue reminder flashes approximately every half hour

To Backup:

1. Click Backup Overdue
2. Click Backup; the file path should default to the encrypted flash drive once the first backup has been completed
3. Click Yes to overwrite the existing backup file
4. Click OK

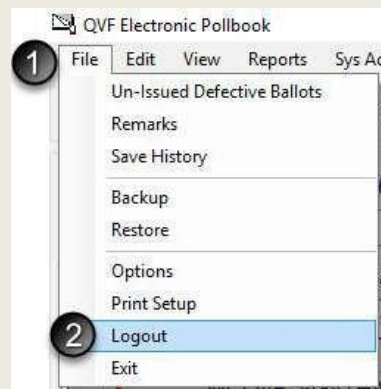


If you get an error that the drive or path is not accessible, log into your flash drive and try again

# SWITCH USERS

1. Click File
2. Click Logout

The next user can login with their User Name and Password

A screenshot of the login screen. It has two main sections. Section 1, labeled with a large '1', asks for the encryption password: 'Please enter the encryption password selected when this software was setup:'. It has a field for 'Encryption Password' with masked characters and an 'Enter' button. Section 2, labeled with a large '2', asks for a username and password: 'Please enter a username and password to login:'. It has fields for 'User Name' (containing 'JOHNSMITH') and 'User Password', both with 'Enter' buttons. Below these is a note: 'Note: This application shuts down automatically after four unsuccessful login attempts.' and a scrollable 'State of Michigan Logon Notice - PLEASE READ CAREFULLY'. At the bottom is a 'Shutdown' button.

The current user is listed in the lower right corner of the screen



## Power Interruption or Equipment Malfunction (1 of 3)

- ★ Contact the City Clerk's Office in the event that you experience any loss of power or equipment malfunction.
- ★ In case of power outage, the tabulators should run for a significant amount of time off the battery.
  - If the battery fails, voters should insert ballots into the auxiliary bin for later processing. NOTE: You should place ballots already counted by the tabulator into an empty ballot bag and keep locked in the tabulator bin. Already counted ballots and ballots placed into the auxiliary bin MUST be kept separate. Ballots placed in the auxiliary bin will be run through the tabulator once power is restored.
- ★ Your voter assist terminal (ICX) has an external printer, and the printer does not have a battery back up so the ICX cannot be used during an outage.

# Power Interruption or Computer Malfunction (2 of 3)

★ Electronic Poll Books (EPB) should be fully charged prior to Election Day and will run for a significant amount of time before it becomes necessary to plug in – BE SURE to routinely back up data throughout the day.

★ If the EPB battery fails or your computer malfunctions you will have to work out of the printed Precinct Voter List binder to verify registrations and record issuance of ballots on the blank, lined List of Voters found in the front pocket of the Poll Book binder.

LIST OF VOTERS							
No. of Voter	NAME OF VOTER	Mark A.V. If Voted by Absent Voter	Number on Ballot	No. of Voter	NAME OF VOTER	Mark A.V. If Voted by Absent Voter	Number on Ballot
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			

# Power Interruption or Computer Malfunction (3 of 3)

## ★ Processing Voters:

- Voters will fill out the application to vote just like normal.
- The Computer Operator will then locate the voter in the printed Precinct Voter List binder. Highlight the voter.
- Record the voters name and ballot # issued on the blank list of voters. Remember to refer back to the last application to vote before the power loss/equipment malfunction to get the last voter # used – you do not start voter numbers over, you must continue voter number sequence.
- Place ballot and application to vote in the secrecy sleeve.
- Direct voter to voting booth.

# ELECTION DAY CLOSE OF POLLS

Election  
Inspector  
Tasks,  
Continued



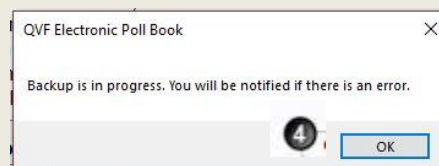
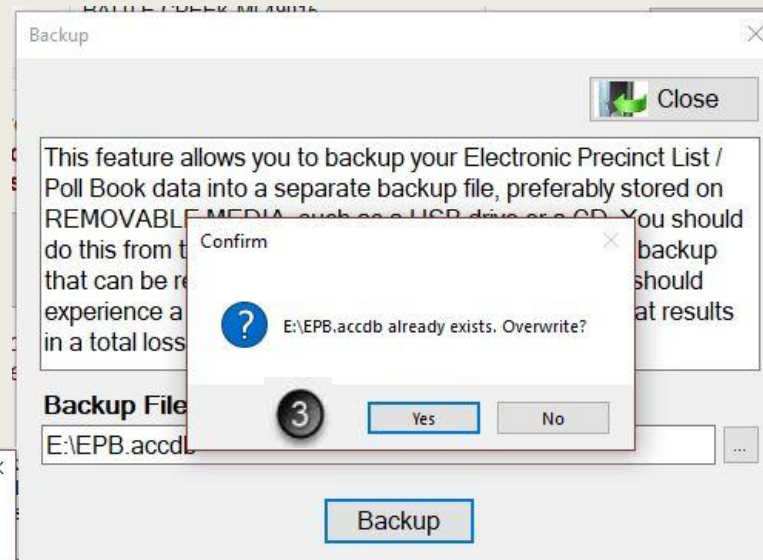
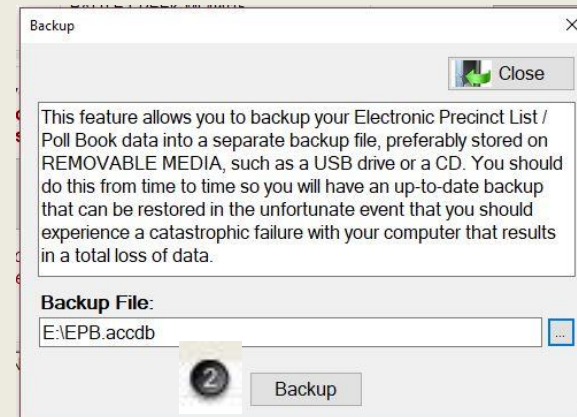
## CLOSE THE POLLS: EPB TO-DO LIST

- ☐ Save one last Backup file
- ☐ Save Ballot Summary Report
- ☐ Save List of Voters Report
- ☐ Save Remarks Report
- ☐ Save Voting History!!!
- ☐ Look at the files saved on the flash drive and go back to save anything that got missed (pay attention to the time the file was saved)

# CLOSE THE POLLS: SAVE BACKUP

To perform one last Backup and ensure all data is saved to the encrypted flash drive:

1. Click File and Backup
2. Review file path and click Backup
3. Click Yes
4. Click OK



# CLOSE THE POLLS: SAVE BALLOT SUMMARY REPORT (1 OF 2)

1. Click Reports
2. Click Ballot Summary
3. (D) Enter the Number of ballots tabulated as found on your tabulator.
4. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason if absentee ballots are processed in the precinct.
5. Lines F and G are already populated from spoiled or defective ballots and rejected ballots.
6. (H) Enter the Number of ballots used by election inspectors for ballot duplication. (should be 0)
7. (J ) Enter the Number of Unused Ballots by entering the Starting Number ( the next ballot that would be issued) and the Ending Number of the unused ballots. Tab to create a new line for each ballot style. Tab out to calculate.

**\*\*STOP – L must be 0.** If L is not 0, double-check items 3-8 and ensure everything was entered correctly.

9. Scroll down, if necessary, and click Preview



Ballot Summary Report

Close

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Party	Starting No.	Ending No.	Count
1A	R	00002001	00002250	250
1A	D	00000001	00000250	250
1A	L	00004001	00004011	11

Total = 1035

B: Number of AV return envelopes received by board 0

C: Total 1035

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 0

H: Number of ballots used by election inspectors for ballot duplication 0

I: Number of provisional envelope ballots issued 0

J: Number of UNUSED BALLOTS:

Style	Party	Starting No.	Ending No.	Count
1A	L	00004003	00004011	9
1A	R	00002003	00002250	248
1A	D	00000252	00000500	249
1A	R	00002252	00002500	249

Total = 1029

K: Total of Lines D, E, F, G, H, I and J 1035

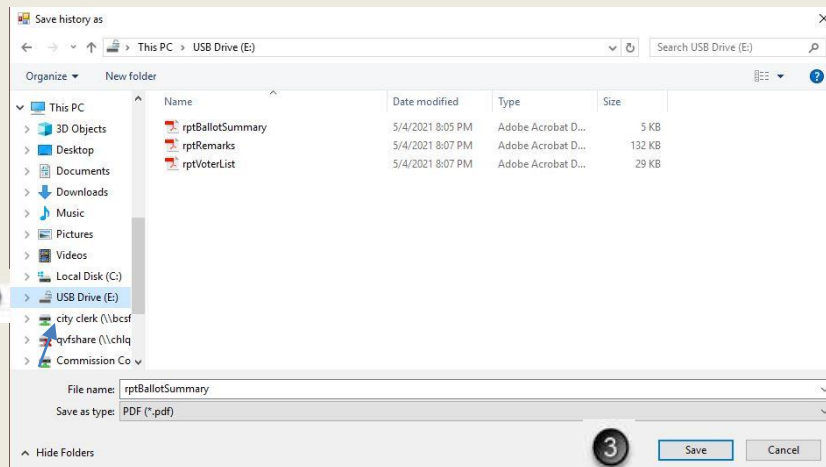
L: Difference 0

Preview

# CLOSE THE POLLS: SAVE AND PRINT BALLOT SUMMARY REPORT (2 OF 2)

Perform these steps to save  
The Ballot Summary:

1. Click the save/disk icon and PDF
2. Click the USB Drive (drive letters may vary)
3. Click Save then close



Report Preview [Ballot Summary]

1 of 2 100% PDF 1

03/10/2020 - PRESIDENTIAL PRIMARY - BATTLE CREEK CITY  
Precinct 04008

**BALLOT SUMMARY**

**WE CERTIFY THE FOLLOWING:**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Party	Starting No.	Ending No.	Count
1A	R	00002001	00002250	250
1A	D	00000001	00000250	250
1A	L	00004001	00004011	11
1A	L	00004012	00004025	14
1A	D	00000251	00000500	250
1A	R	00002251	00002500	250
VAT		00000001	00000010	10
				1035

B. Number of absentee voter return envelopes received by board: 0

**C. Total of lines A and B (Must match Line K below):** 1035

**NUMBER OF BALLOTS AT CLOSE POLLS:**

D. Number of ballots tabulated: 6

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 0

G. Number of ballots rejected: 0

H. Number of ballots: 0

I. Number of ballots: 0

J. Number of ballots: 0

K. Number of ballots: 0

L. Number of ballots: 0

M. Number of ballots: 0

N. Number of ballots: 0

O. Number of ballots: 0

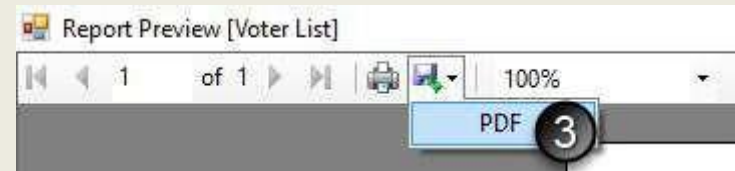
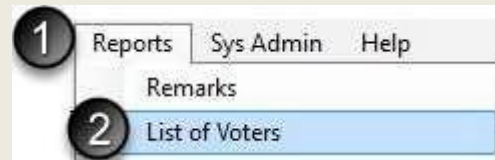
P. Number of ballots: 0

2/24/2020 12:10:29 PM 1

May continue on a second page

# CLOSE THE POLLS: SAVE LIST OF VOTERS

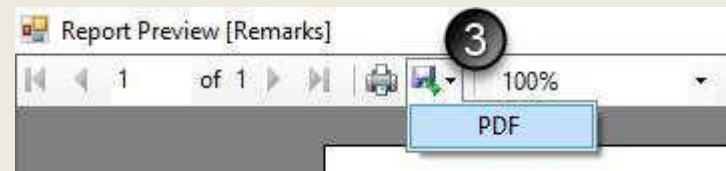
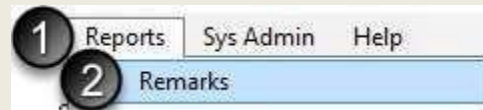
1. Click Reports
2. Click List of Voters
3. Click the disk icon and PDF
4. The flash drive that was selected for the Ballot Summary should automatically appear (if not, click that folder to save to the USB).
5. Click Save.



11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP PRECINCT 00001			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004 00000003	Spoiled
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALEIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00090001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejected
9	MCQVF, RASHEDA RAYE	00000008	
10	MCQVF, RANSOM RITTER	00000011	

# CLOSE THE POLLS: SAVE REMARKS

1. Click Reports
2. Click Remarks
3. Select the disk icon and PDF
4. The USB selected for the last two reports should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save.



## REMARKS

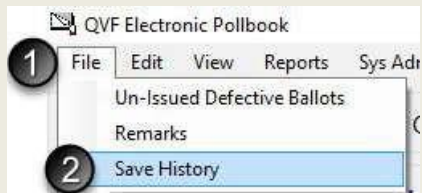
Date / Time	User	Voter #	Voter Name	Remarks
6/11/2019 10:30:12 PM	JOHNSMITH	8	MCQVF, RAYMOND RAY	ballot rejected because voter failed to tabulate ballot
6/11/2019 10:25:45 PM	JOHNSMITH			Compared tabulator and list of voters; we still balance!

**Note:** There must be at least one recorded Remark for the report to save.

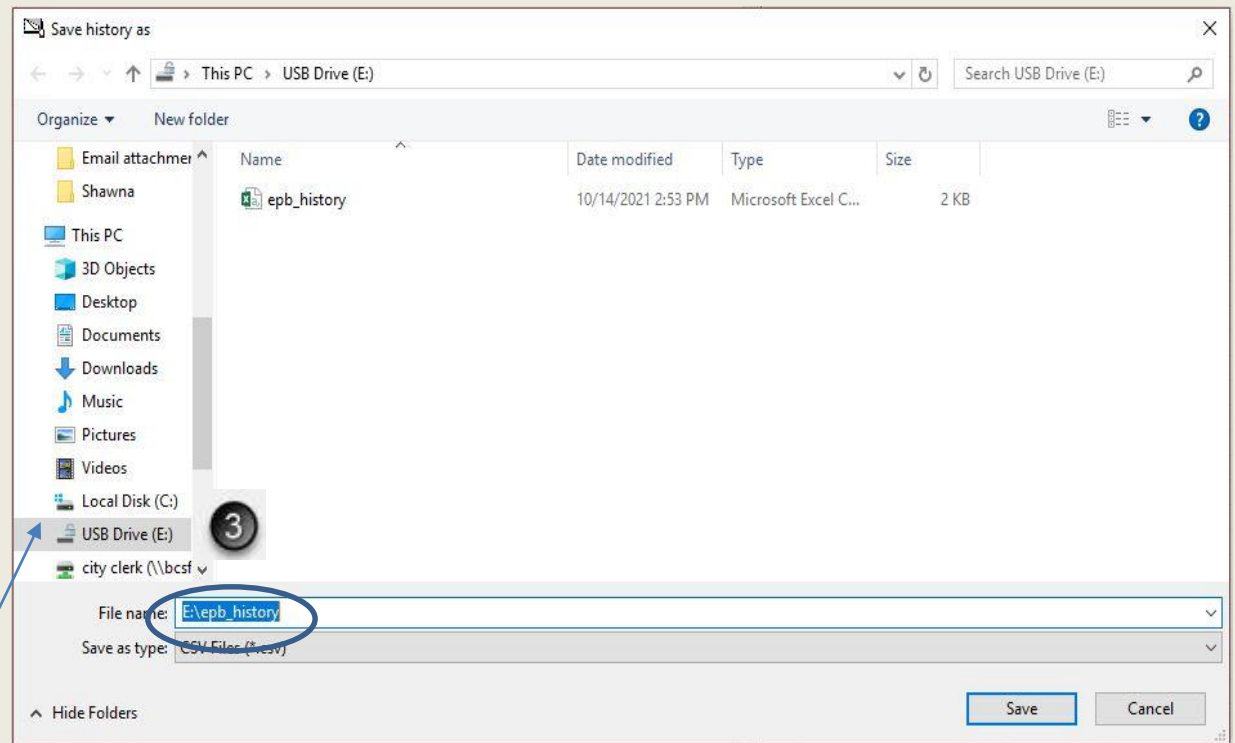


# SAVE VOTING HISTORY REDIRECTION ACTION REQUIRED!

After all other reports are saved, save the voter history to the flash drive. The Clerk needs to use this file to update the voter registration files in the QVF recording who voted on Election Day.



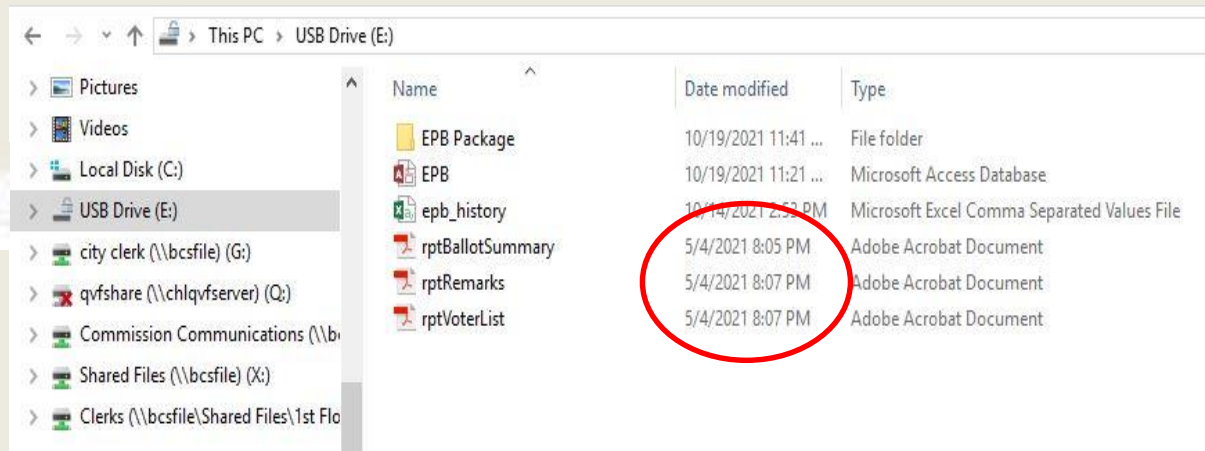
1. Click File
2. Click Save History
3. Redirect the file by clicking on the flash drive under This PC.
4. Click Save



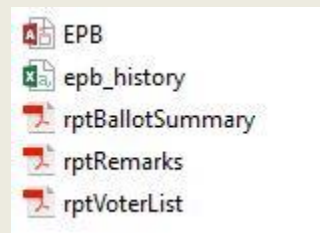


# CLOSE THE POLLS: ENSURE FILES ARE ON THE FLASH DRIVE

1. Click the file folder icon to open Windows File Explorer
2. Click on the encrypted flash drive (letters may vary)



3. You must have the following files:



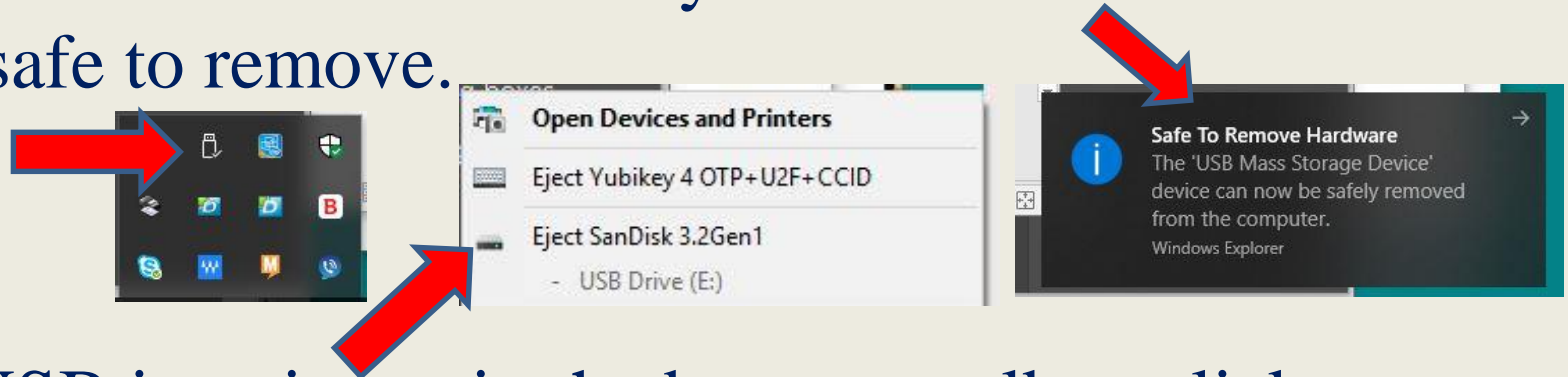
**Review the “Date modified” field and verify that each of the 5 reports/backup were saved on election day and after 8:00 pm**

## CLOSE THE POLLS: SHUTTING DOWN

- ★ Once you have saved: 1) Ballot Summary (balanced to 0) 2) Voter History Report, 3) List of Voters, 4) Remarks Report
- ★ Click on 'File' and 'Log Out' and then 'shutdown' Safely remove Flash Drive (see pg. 74) and give to Chairman to secure in black canvas transfer bag with the ICP cards
- ★ Pack up all power cords, scanner, mouse, laptop in computer bag to return to City Hall
- ★ See your Chairperson to see what you can do to help finish closing your precinct

# CLOSE THE POLLS: SAFELY REMOVE HARDWARE AND EJECT MEDIA

To safely remove the flash drive after you have logged out of the Privacy Zone, click on the USB icon in the bottom toolbar. Click “Eject SanDisk 3.2Gen1”. Remove the flash drive once you receive confirmation that is safe to remove.



If the USB icon is not in the bottom toolbar, click on the arrow to “show hidden icons”.



# Training Videos and Resources:

- [BOE – Opening the Polls](#)



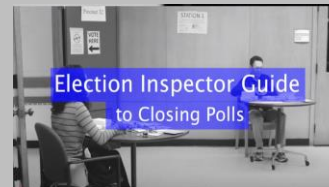
- [BOE – Processing Voters](#)



- [BOE – Voters Who Have Moved](#)



- [BOE – Closing the Polls](#)



- [YouTube: Michigan Department of State – Election Worker Resources](#)

<https://www.youtube.com/playlist?list=PLeyRQ8lgEZlZEy2mLBInWlRDgXelxxEoA>

- [YouTube: MigovBOE](#)

[https://www.youtube.com/c/MigovBOE/playlists?view=50&sort=dd&shelf\\_id=2](https://www.youtube.com/c/MigovBOE/playlists?view=50&sort=dd&shelf_id=2)

- [Michigan Department of State – Electronic Pollbook Manual](#)